

HOW TO LIST YOUR PROPERTY IN THE FILM LOCATIONS DATABASE



If you are interested in listing your property to be film friendly and available for film, television and commercial production, the Utah Film Commission (UFC) has prepared the following information to help you list your property in our [Film Locations Database](#).

STEP 1: PHOTOGRAPHING YOUR PROPERTY

If you have a digital camera, iPhone, or DSLR, you're ready to go! Set your device so the aspect ratio is 4:3 (the default setting on your iPhone). It's best to use a tripod or monopod to stabilize your camera. If you do not have the equipment or ability to photograph your property, we can arrange to have someone from the Utah Film Commission to scout your property for you.

- Take exterior photographs of your property.
 - Provide various viewpoints such as the entrance of the building, the back of the building, the parking lot, driveway, view across the street, etc.
 - Once inside the property (if applicable), take photos of the lobby or main entrance space.
 - Provide different points of view such as the view from the doorway, looking into the main room, corner of the room, etc.
 - Photograph any unique features of your property
 - Take photos of the living-room, kitchen, bathroom, bedroom, hallway, conference room, etc.
 - Photos should include as much of the space as possible. This means taking photos at an angle and not directly head-on.
 - It's best to avoid people in photos. If it's impossible to take a photograph without someone in it, make sure to take the photo so their back is facing the camera, not their face.
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STEP 2: COMPLETING THE ONLINE LOCATION SUBMISSION FORM

In order for your property to be listed in the Film Locations Database, you will need to fill out a [Location Submission Form](#). Once the form is completed and submitted, the Utah Film Commission will review and approve the information. The property information and photos will be added to the database and available for viewing by location professionals worldwide. There is no cost to list your property.

You will need to provide the following information in the Location Submission Form::

- Location Details
 - Location Name
 - Location Address (street, city/town, zip code)
 - Location Description
 - Usage Restriction
 - Contact Details
 - Contact Name
 - Email and Phone Number
 - Website (if available)
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- NOTE: You can either list your contact information as private or public.
 - As a policy, we list residences as private. Your contact information will only be provided to those productions that are interested in your property after they have contacted the Utah Film Commission.
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 - Public contact information will be listed on the location description and available to the public. This is usually used by businesses or other properties that are already in the public domain.
- Location Photo Details
 - Date Taken (An estimated date all uploaded photos were taken)
 - Photo Credit (Photo credit for all uploaded photos)
 - Upload Photos
 - Go through the photos that you've taken and pick up to 10 of your favorite shots that best represent the property.
 - Keep in mind that we prefer to use evenly framed photos without anyone in them.
 - Photos should be uploaded to the location submission form in JPEG format.
 - The file size for each photo should be no more than 3 MB.
 - If you have any issues uploading your photos, please email us at film@utah.gov and we can add the photos to the location listing.

WHAT HAPPENS NEXT?

After you have submitted your location information to the Utah Film Commission, you will receive a confirmation email. Someone from our team will then review and approve your listing to be included in the [Film Locations Database](#).

We receive location requests from all types of productions; small local student-produced shorts to large studio-produced features, or productions with small budgets to blockbuster-sized budgets. When a production company or location scout requests additional information about your property, we will put them in touch with you directly. Once you have arranged an in-person location scout, be sure to ask the following questions:

- What type of production will take place?
- How long will the production last?
- What part of the property would be used?
- Will anything on the property need to be altered?
- Who is the best point of contact?
 - Most likely, the location scout that you are meeting with will be your main contact, but you will want to make sure.
- What stunts, if any, will take place on the property (car crash, fire, etc.)?

The location scout will want to know the following information:

- Is there parking nearby where vehicles and equipment can be stored?
- Is there a space to store equipment?
- What areas of the property can the crew use (bathroom, kitchen, etc.) and where can they smoke?

You are not obligated to say yes if the project is not a fit for you. If you do say yes, there are a couple of things to discuss with the location scout or production company:

- Be sure to ask that the production provides you with proof of insurance and that your property is named as additionally insured.
- We recommend that you request a location site rental agreement between you and the production company that states the terms of use, compensation, and deals with any potential damage.
- The written agreement should state that the production company is liable for personal injuries, property damages, claims, etc.

Thanks for making your property film friendly and feel free to reach out if you have any questions!