



MASSACHUSETTS FILM OFFICE PRODUCTION REGISTRATION FORM



The Massachusetts Film Office (MFO) has a number of resources to help make your production in Massachusetts successful. In order to maximize these resources, please complete this form once you have decided on filming in Massachusetts.

NOTE: This form does not affect your 12 month qualifying period, and is **NOT** part of the tax incentive process.

| 1. PRODUCTION INFORMATION | |
|--|-----------------------|
| PROJECT TITLE: | |
| PRODUCTION COMPANY/STUDIO/NETWORK: | |
| DIRECTOR: | |
| PRODUCER(S): | |
| UPM/LINE PRODUCER: | |
| UPM/LINE PRODUCER EMAIL: | PHONE: |
| HEAD ACCOUNTANT: | |
| HEAD ACCOUNTANT EMAIL: | PHONE: |
| LOCATION MANAGER: | |
| LOCATION MANAGER EMAIL: | PHONE: |
| PUBLICIST: | |
| PUBLICIST EMAIL: | PHONE: |
| PRODUCTION OFFICE COORDINATOR (POC): | |
| POC EMAIL: | PHONE: |
| LOCAL PRODUCTION OFFICE ADDRESS: | |
| LOCAL PRODUCTION OFFICE PHONE: | FAX: |
| LOCAL PRODUCTION OFFICE EMAIL:* | ALLOW ON WEBSITE: Y N |
| Is your estimated Massachusetts Qualifying Spend over \$250,000? | YES NO |
| <i>(If YES, filing for the Massachusetts Production Tax Credits requires an audit by a licensed Massachusetts CPA. For a list CPAs, click here.)</i> | |

* Please indicate if you will allow MFO to place on our website.

| 2. TYPE OF PRODUCTION (Check one) | | |
|-----------------------------------|-----------------|-----------------------|
| Feature Film | Commercial | Digital Media Project |
| Documentary | Post Production | Other: |
| TV-Pilot | Animation | |
| TV-Series or Miniseries | Short Film | |
| TV-Reality | Student Film | |

| 3. PRODUCTION DATES | |
|--|--|
| START DATE OF PRE-PRODUCTION | |
| START DATE OF PRODUCTION | |
| END DATE OF PRODUCTION | |
| END DATE OF WRAP/POST PRODUCTION (End of spending in MA) | |

| 4. PRODUCTION COMPANY | | | |
|---|--------|----------|------|
| PERMANENT BUSINESS ADDRESS (NO PO BOXES): | | | |
| (PARENT) COMPANY NAME: | | | |
| PRINCIPAL CONTACT: | | | |
| ADDRESS: | | | |
| CITY: | STATE: | COUNTRY: | ZIP: |
| PHONE: | CELL: | FAX: | |
| EMAIL: | | | |

5. CHILD LABOR LAWS (PLEASE REVIEW)

If you will be employing minors...

Massachusetts' Child Labor Laws are different from other states. **Important to note:** currently, there are specific rules for 16 & 17 year olds.

Please visit: <http://www.mafilm.org/child-labor-laws/>.

FULLY COMPLETED APPLICATIONS & FEES MUST BE SUBMITTED 1 WEEK PRIOR TO SHOOTING*

****ONLY acceptable forms of payment are Certified Bank Check or Money Order***

6. USAGE OF ANIMALS (PLEASE REVIEW)

If you will be using animals in your production....

Please visit: www.americanhumane.org/animals/professional-resources/for-producers-filmmakers/

7. USAGE OF PORTS & HARBORS, AIRCRAFT, & MASS TRANSPORTATION (PLEASE REVIEW)

If your production intends to impact or utilize any airports, harbors, or ports...

Please have your Locations Department contact:

Massachusetts Film Office |(617) 973-8400 | [EMAIL](#)

If your production intends to impact or utilize any MA state roads, highways, bridges...

Please have your Locations Department contact:

Massachusetts Film Office|(617) 973-8400| [EMAIL](#)

If your production is planning to utilize Unmanned Aircraft Systems (UAS) a.k.a Drones...

Here is a [list](#) of Massachusetts UAS companies.

FAA-Boston FDSO Operations Inspector on Duty |(781) 238-7500

If you are planning to utilize Massachusetts Bay Transportation Authority (MBTA) property...

Please have your Locations Department contact:

[Massachusetts Film Office](#) (617) 973-8400

NOTE: *The MBTA now requires that every crew member go through a background check and supply a copy of their valid driver's license to the MBTA film liaison. (Please allow **two weeks** for this process.) Ask us if you need further information.*

8. FIRE SAFETY IN MASSACHUSETTS (PLEASE REVIEW)

Contact [Matt Allen Murray](#) (978-567-3371), Code Compliance Officer with the State Fire Marshal's Office – Division of Fire Safety once prep is underway.

In preproduction, please review the fire safety regulations and practices in the Commonwealth of Massachusetts.

[FIRE SAFETY REGULATIONS](#)

New state fire regulations require **ALL** productions contact the fire department in each city/town in which your production will be prepping and/or filming. For more information, please contact the appropriate fire department contact listed [here](#).*

****Please make sure your production office, locations and special effects departments are informed of this.***

IMPORTANT NOTE:

As of July 1, 2018, the new Hot Work regulations for the Commonwealth of Massachusetts will be in effect. Hot Work Certification with the City of Boston will be accepted by the Commonwealth of MA and there will be no need to retake the course.

**Welding and allied processes, heat treating, grinding, thawing pipes, powder-driven fasteners, hot riveting, torch-applied roofing and any similar applications producing or using sparks, flame or heat.*

[Hot Work Safety Course](#)

[Hot Work Safety Certificate Program](#)

[Hot Work Program Schedule](#)

9. ACKNOWLEDGEMENT (PLEASE REVIEW & SIGN)

By signing below, I acknowledge that I :

- Am authorized to sign and submit this form to the Massachusetts Film Office on behalf of the production company.
- Will disseminate the pertinent information in sections 5-8 to the appropriate production departments.

Print Name:

Signature:

Title:

Date:

10. SEND COMPLETED FORM TO MFO

When you have completed this form, save and send a copy to:

[Catherine Onasanya](#)

Or

Fax a copy to (617) 973-8525, ATTN: Catherine Onasanya

THANK YOU!

Questions regarding this form? Call the Massachusetts Film Office at (617) 973-8400.

~FOR INTERNAL USE ONLY ~

DATE RECEIVED: