



# MASSACHUSETTS FILM OFFICE LOCATION REGISTRATION FORM



## 1. TYPES OF PRODUCTIONS

Please select the type(s) of productions you are willing to allow to use your property.

<input type="checkbox"/> <b>Film (Feature)</b> (100-250 crew members)	<input type="checkbox"/> <b>Film (Doc./Indie)</b> (1-100 crew members)	<input type="checkbox"/> <b>Television</b> (1-80 crew members)	<input type="checkbox"/> <b>Commercials</b> (1-50 crew members)	<input type="checkbox"/> <b>Student Film</b> (1-25 crew members)
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## 2. LOCATION CONTACT INFORMATION

<b>NAME/COMPANY:</b>	
<b>ADDRESS:</b>	
<b>CITY/TOWN:</b>	<b>STATE:</b>
<b>PHONE:</b>	<b>FAX:</b>
<b>PRIMARY CONTACT:</b>	
<b>EMAIL:</b>	<b>CELL PHONE:</b>
<b>SECONDARY CONTACT:</b>	
<b>EMAIL:</b>	<b>CELL PHONE:</b>

## 3. TYPE OF LOCATION

- |                                     |                                       |   |
|-------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Home       | <input type="checkbox"/> Office Space | <input type="checkbox"/> Retrofit/Converted Warehouse |
| <input type="checkbox"/> Soundstage | <input type="checkbox"/> Warehouse    | <input type="checkbox"/> Other:                       |

## 4. LOCATION DESCRIPTION : *Based on the box you've checked, please provide us with the appropriate information as stated below:*

**HOME:** Please include below: Style of Home (*i.e. Victorian*), Year Built, Type of Home (*i.e. Multi-family*), Total Sq. Footage (TSF), and a brief description of the home. Include any distinctive features (*i.e. near busy highway, train tracks, large lake/pond, etc.*). **MAXIMUM 250 word description.**

**OFFICE SPACE:** Please include a one-sheet with the following in your description (*TSF, Ceiling Height, High Speed Internet, etc.*) and a floor plan\*.

*\*attach to document if mailing, attach to email if emailing*

**RETROFIT/CONVERTED WAREHOUSE or WAREHOUSE or SOUNDSTAGE:** Please include a one-sheet with the following in your description (*TSF, Ceiling Height, Column Spacing High Speed Internet, etc.*) and a floor plan\* .

*\*attach to document if mailing, attach to email if emailing*

**OTHER:** Please include below: Type of Property, Total Square Footage (TSF), and brief description of property. Include any distinctive features (*i.e. near busy highway, train tracks, large lake/pond, etc.*). **MAXIMUM 250 word description.**

## 5. PARKING

**PARKING:** Is there sufficient parking for a number of large vehicles, equipment, etc.?  YES  NO

Explain:

## 6. IMAGES & SUBMISSION GUIDELINES

**TYPES OF IMAGES** (*Maximum file size of each photo should NOT exceed 5MB. We cannot upload images to our database if they are larger. ALL images should be saved and uploaded as JPEG files. Submit ONLY 20 images.*)

<u>EXTERIOR (EXT.)</u>	<u>INTERIOR (INT.)</u>	<u>DISTINCT EXT./INT. FEATURES</u>
<p>(1) Establishing shot of the <b>FRONT</b> of your property</p> <p>(1) Establishing shot of the <b>BACK</b> of your property</p> <p>(1) Establishing shot of your street</p>	<p>(4-5) Shots of the <b>MAIN ROOMS</b> (<i>dining room, kitchen, living room, master bedroom</i>) 1-2 of each</p> <p><b>NOTE:</b> When selecting the rooms to include, keep in mind, would it be large enough to fit 20 cast and crew and all their equipment</p>	<p>(3-4) Shots of <b>UNIQUE FEATURES</b> of the property</p> <p>These should be photos of features that are <b>unique</b> to your property (<i>i.e. extra building or land, a full basketball/tennis court, etc.</i>)</p>

### SUBMISSION GUIDELINES

Send the [Location Registration Form](#) **AND ALL pictures** via file sharing sites (*DropBox, iCloud, Hotmail OneDrive, Goggle Drive, etc.*) to:

[john.j.alzapiedi@mass.gov](mailto:john.j.alzapiedi@mass.gov)

**PLEASE DO NOT** attach or embed any pictures with the email.  
**DO NOT** send any CDs, we have no way to view them.

If you have any questions:

Please call John Alzapiedi (617) 973-8400, **option 3** or send an email to: [john.j.alzapiedi@mass.gov](mailto:john.j.alzapiedi@mass.gov)

**Disclaimer:** All images and forms obtained by the Massachusetts Film Office will become sole property of the Massachusetts Film Office and will not be returned. By sending pictures of your property, you agree that the Massachusetts Film Office can post them on their website and make them available for viewing by filmmakers and/or the viewing public. The Film Office does not guarantee that your property will be contacted or used in current or future productions. If your property has undergone significant renovations, please send us new pictures so we can update them. Property will be selected by individual film production companies. Please note: for personal residences, we do not make public your address or contact information so that interested parties have to call us. This gives us the ability to vet the inquiry to ensure your safety.