***LOI INSTRUCTIONS:***

1. ***Please copy and paste the below information into a new document.***
2. ***Replace highlighted items with your filming details only. If the item does not apply to your production, please delete the whole line item and description.***
3. ***Please only use bullet points and directly relevant information to streamline the approval process.***

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**<PRODUCTION COMPANY LETTERHEAD LOGO>**

Los Angeles International Airport

Film Office

Attn: Michael Hoffner

RE: LETTER OF INTENT FOR FILMING

**<DATE>**

Dear LAX Film Office,

**<PRODUCTION COMPANY NAME>** is proposing to film scenes for **<PROJECT NAME>** at **<FILMING LOCATION(S)>.** Details regarding this proposed film shoot are below:

Production Date(s) & Times: **<PREP DATE(S)/TIMES>**

 **<SHOOT DATE(S)/TIMES>**

Production Company: **<PRODUCTION COMPANY NAME>**

 **<PRODUCTION COMPANY ADDRESS>**

 **<PRODUCTION COMPANY PHONE NUMBER>**

Production Representative: **<REPRESENTATIVES NAME>**

 Cell: **<REPRESENATIVES PHONE #>**

 Email: **<REPRESENTATIVES EMAIL>**

Film Location: **<SPECIFIC LOCATIONS PROPOSED>**

Basecamp/Crew Parking: **<SPECIFIC LOCATIONS PROPESED>**

Scene Description: **<DESCRIBE PROPESED SHOOTING DETAILS>**

Cast & Crew Size: **<DATE, # OF CAST/CREW>**

 **<STRIKE DATE(S)TIMES>**

Production Vehicles: **<# OF PRODUCTION TRAILERS/MOTORHOMES/CATERING TRUCKS>**

 **<# OF CAST/CREW PERSONAL VEHICLES/VANS/PICTURE VEHICLES>**

Equipment to be used: **<# OF CAMERAS, CRANES, SCISSOR LIFTS, LIGHTS, GENERATORS, LIGHT STANDS>**

 \*\*\*AT NO TIME WILL ANY OF SAID EQUIPEMENT BE ELEVATED ABOVE THE HEIGHT OF THE HANGAR ROOF OR STADIUM LIGHTS\*\*\*

Lighting Requests/Power: **<PROPESED OR REQUESTED LIGHT AN POWER REQUEST TO BE PROVIDED BY LAWA>**

\*\*\*ALL LIGHTING SHALL BE LED (NO INCANDESCENT) AND POINTED IN A DIRECTION THAT WILL NOT INTERFERE WITH THE SAFE OPERATIONS OF AIRCRAFT AND GROUND CREW.\*\*\*

 \*\*\*AT NO TIME WILL ANY OF SAID EQUIPEMENT BE ELEVATED ABOVE THE HEIGHT OF THE HANGAR ROOF OR STADIUM LIGHTS\*\*\*

Props/Picture Vehicles: **<PROPOSED VEHICLES TO BE USED FOR THE SHOOT>**

Aircraft: **<PROPOSED OR REQUESTED AIRCRAFT TO BE USED FOR THE SHOOT>**

Alterations/Painting: **<PROPOSED MODIFICATIONS OR PAINTING TO AIRPORT PROPERTY>**

Animals: **<ANY PROPOSED ANIMALS TO BE USED DURING THE FILMING>**

\*\*\*LAX IS A DYNAMIC INDUSTRIAL ENVIRONMENT NOT CONDUCIVE TO THE SAFETY AND WELL BEING OF ANIMALS, INCLUDING ADA REGULATED SERVICE ANIMALS. EMOTIONAL SUPPORT ANIMALS (ESA’S) DO NOT QUALIFY UNDER ADA REGULATIONS.\*\*\*

Special Effects: **<ANY PLANNED OR PROPOSED SPECIAL EFFECTS>**

Weapons: **<ANY PROPOSED WEAPONS TO BE USED DURING FILMING>**

\*\*\*ALL WEAPONS MUST BE PRE-APPROVED BY AIRPORT POLICE PRIOR TO USE FOR ANY PRODUCTION.\*\*\*

Stunts: **<PROPOSED STUNTS TO BE PART OF PRODUCTION>**

Please feel free to contact us if you need any additional information regarding this filming request.

Thank you,

<COMPANY REPRESENTATIVE NAME>