



Guidelines & Application for Film, Video, Photo and Commercial Productions at the Connecticut Airport Authority

Thank you for considering a Connecticut Airport Authority property as a potential production location. The following guidelines are intended to ensure a smooth production of the visiting company. Attention to preparation before the scheduled shoot will help guarantee success for everyone.

COSTS:

Productions can anticipate the following costs:

1. A Location Fee as established by the CAA.
2. A mandatory, hourly fee for a CAA Project Liaison who will supervise all projects on CAA property.
3. Other CAA staff may be necessary to the production including electricians, carpenters, and other facilities professionals. Staff time will be sold to you as requested, but also as determined by the CAA. Support staff is billed at an hourly rate.
4. The production company and CAA will work together to determine security needs for the set to ensure the safety of the public and the CAA's passengers, employees and property. Additional security costs may be determined by the CAA. The production will be responsible for directly hiring all security personnel and/or Connecticut State Police as necessary.
5. The cost associated with processing your personnel that are required to have and properly display an individual, valid, Airport security identification badge.
6. Props, machinery, office and storage space may be available but is not included as part of the location fee and will be negotiated separately.

CREDIT:

Connecticut Airport Authority (CAA) must be credited as specified in the Location Agreement.

APPLICATION PROCEDURE:

1. To initiate a production project with the CAA, submit a proposal based on the application below, at least 30 days in advance of your anticipated start date. Please be specific. The CAA will respond within five business days, including a location fee quote.
2. Once permission is granted, an on-site planning meeting will be scheduled.
3. The CAA will provide a Location Agreement which must be signed and returned in full at least three business days before any on-site activity or shooting can take place.
4. The production company must provide the Location Fee in full at least three business days before any on-site activity or shooting can take place.
5. The production company should be prepared to provide proof of insurance of at least \$1 million or more, as determined by the CAA.

APPLICATION:

The CAA requires the following before evaluating any request:

1. A resume of your professional experience and references. Please include location references from your prior film-making experience as well as bank and credit references.
2. Treatment, script and/or storyboards with reference to what scenes will be shot at what location(s) at the CAA.
3. A specific shooting schedule for your time at the CAA. Please include:
 - a. Number of days and hours, including set-up time and break-down time
 - b. A shot list, specifying interiors and/or exteriors
 - c. Number, description and flow of vehicles and equipment
 - d. Power requirements
 - e. Props you would like to rent from the CAA
4. A crew list, either actual people or a list of positions along with a schedule for hiring.
5. Other amenities you require: office space, warehousing, machinery, parking, holding and VIP areas.
6. Distribution and/or marketing plan. If available, include information regarding the projected release date and audiences, as well as exposure of the entire project.

Please submit to:

Public Information Office
Bradley International Airport
Termina A, 3rd Floor
Windsor Locks, CT 06096
Email: media@ctairports.org
Office: 860-292-2107

Note: The CAA works in partnership with the Connecticut Office of Film, Television and Digital Media and your proposal may be reviewed collaboratively.