



Film and Other Productions Filming Location Submission Form Guidelines

Questions and Submissions:

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NNDA represents the Nevada Film Office in the Sierra Region. They collaborate to assist production companies with various types of multimedia projects including film, documentary, television, music, and video games. Some of the diverse types of locations of interest include historic and unique buildings, picturesque landscapes, and distinctive properties.

1. **One Location per Form:** Please submit a completed form for each location.
2. **Type of Location:** Check all selections that apply to and best describe the location being submitted.
3. **Name of Location:** Provide the business name, building name or short descriptive text about the film location (50 characters maximum). For example: 1-Story Home w/Pool, Empty Warehouse w/Stairwells, etc. The location name may be modified by the Nevada Film Office to meet their publishing requirements.
4. **Permission to Submit Location:** If you are not the property owner of the location, you will need to have written permission to submit the location for inclusion in the Nevada Filming Locations Database.

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5. **Property Description:** As many details as possible – the more the better! Include unique features, quirky history, and anything else to promote the property or location as a filming location.

6. **Location Details:** As many details about accessibility to the location and the surrounding area are important to describe (e.g., wide streets, proximity to highways and airports, parking areas, adjacent parks or open spaces, etc.). Also, if square footage and/or ceiling height is known, provide that information. Include details about any prior professional photography usage and film production on the property available. Also, two (2) website and/or social media links related to the location listing in the Nevada Filming Locations Database can be included.

7. **Location Contact Information:** Contact information is not displayed publicly in the Nevada Filming Locations Database. NNDA and the Nevada Film Office will use the information only to contact you if there is interest in the location. A name, phone number and email address are required.

8. **Location Address:** Enter the address of the filming location. The street address can be a street number, cross streets, single street name or public landmark name. Note that while the full address will not be displayed, the city/town will be visible to the public.

9. **Location Mapping:**
 - a. The database will embed each listing with a Google Map
 - b. While a street address is not required, it is extremely helpful. If a street address is provided, there is a privacy option.
 - c. Include a ZIP Code, if possible, for the most accurate mapping.
 - d. Street address alternatives
 - i. Cross Streets (e.g., Highway 395 and Johnson Lane)
 - ii. Single Street Lane (e.g., Johnson Lane)
 - iii. Public Landmark Name (e.g., Old Douglas County Courthouse)
 - iv. Latitude and Longitude (e.g., 36.114647, -115.172813)

10. **Additional Information:** If there are location fees, usage restrictions, additional contacts, or other special circumstances regarding the filming location that need to remain private, be sure to include that information. It will not be displayed publicly and will be used by the Nevada Film Office strictly for reference purposes only

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11. Location Photos:

- a. Obtain written permission to use the photo(s), if not your property.
- b. Obtain written permission to use the photo(s) which include any individuals, if/as required by Nevada state laws.
- c. One (1) Featured Full Color Image is required
 - i. Landscape (16:9) orientation
 - ii. Acceptable file format: JPG, JPEG or PNG
 - iii. Maximum file size is limited to 15MB
 - iv. Recommended image size is 1200 width x 690 height (or larger)
 - v. Required image size is 800 width x 460 height
 - vi. Use the BEST image as the Featured Image, as long as it meets the requirements
 - vii. Recommend professional photography taken in proper lighting
- d. Up to twelve (12) additional photos recommended
 - i. Any dimension or orientation
 - ii. Acceptable file format: JPG, JPEG, or PNG
 - iii. Full color images are preferred
 - iv. Each photo file size is limited to 15MB
 - v. Larger photos that show a lot of details when displayed at full size are encouraged
 - vi. Include photos that feature unique or distinctive features of the location or property
 - vii. Shoot photos in appropriate orientation to best showcase key features or details – while portrait (vertical) is acceptable, landscape (horizontal) is preferred