



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 FAX:*	ALLOW ON WEBSITE: Y N
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 which you will allow MFO to place on our website. One **MUST** be selected.

2. TYPE OF PRODUCTION (Check one)		
Feature Film	Commercial	Short Film
Documentary	3D 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. PROCEDURES FOR SPECIAL CONDITIONS (PLEASE REVIEW)

If you will be employing minors....

Note that Massachusetts' Child Labor Laws are different from California.

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

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

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

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

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

Please have your Locations Department contact:

Danny Levy, MASSPORT Dir. Strategic Communications & Marketing |(617) 568-3128 | [EMAIL](#)

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

Please have your Locations Department contact:

Heather Hamilton, MASSDOT Dir. Roadway Maintenance, Statewide Operations |(617) 620-4934 | [EMAIL](#)

If your production plans to include aerial work....

Please have your Locations Department contact:

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

If your production be utilizing Unmanned Aircraft Systems (UAS) a.k.a Drones...

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

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

Please have your Locations Department contact:

MBTA Marketing Manager, (617) 222-5568 | [EMAIL](#)

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.*

6. FIRE SAFETY IN MASSACHUSETTS (PLEASE REVIEW)

New state fire regulations require ALL productions to contact the fire department in each city and/or 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 aware.*

In preproduction, please review the fire safety regulations and practices in the Commonwealth of Massachusetts produced by the Department of Fire Services – Division of Fire Safety. Additionally, contact [Matt Allen Murray](#) (978-567-3371), Code Compliance Officer for the Department of Fire Services – Division of Fire Safety, with any questions.

[FIRE SAFETY REGULATIONS](#)

8. SEND COMPLETED FORM TO MFO

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

[Catherine Onasanya](#)

THANK YOU!

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

~FOR INTERNAL USE ONLY~

DATE RECEIVED:

REVIEWED BY:

DATE:

REVIEWED BY:

DATE: