



HOUSTON LIVESTOCK SHOW AND RODEO™

NRG Park • March 3-22, 2020

P.O. Box 20070 • Houston, Texas 77225 • 832.667.1000 • rodeohouston.com

NON-MEDIA FILMING POLICY AND PERMITTING PROCESS FOR FILMMAKERS

The Houston Livestock Show and Rodeo™ Communications Department evaluates all filming requests, including:

- feature films and short films;
- television programs and reality TV shows; and
- independent films and documentaries.

***Note:** *Film crews and production companies require a separate approval process than traditional media accreditation. Applicants must follow the filmmaker guidelines and regulations outlined below.*

FILMMAKER GUIDELINES AND REGULATIONS

- Production companies must submit a letter from the programming office of a recognized network or station expressly stating that the production company is at the Houston Livestock Show and Rodeo for a specific program. If the production company is not affiliated with a recognized network at this time, please provide a letter stating the intent of the distribution of the film.
- The letter must be written on company letterhead, include air date (or potential air date) and contact information, be signed by the director of programming, and sent via email to media@rodeohouston.com.
- All letters will be verified with the network, station or production company.

Upon approval of the filming request, the Houston Livestock Show and Rodeo will:

- Determine the location fee (if applicable), which is dependent upon several factors including:
 - intent/scope of the project;
 - filming date(s) and required number of filming hours;
 - size of on-site video production crew;
 - amount of equipment; and
 - the staffing needs from the Houston Livestock Show and Rodeo to accommodate requests.
- Issue a **Location Agreement** and **Indemnity Form** to be signed and returned to the Houston Livestock Show and Rodeo Communications Department within 10 business days in advance of filming.
- Obtain a **Certificate of Liability Insurance (COI)** from all production companies.
- All scripted projects must be submitted to the Communications Department for prior review/approval. Content must be consistent with the mission of the Houston Livestock Show and Rodeo.
- During filming, a member from the Communications Department will accompany the film crew on-site.
- Filming must not impede with the visitor experience or daily staff operations.

- Behind-the-scenes access will be evaluated on a case-by-case basis and is subject to prior approval by the Communications Department.
- While all applications will be reviewed and considered, the Houston Livestock Show and Rodeo reserves the right to deny any filming requests.
- The Houston Livestock Show and Rodeo may not be able to accommodate requests submitted with less than 10 business days of notice prior to on-site filming.