



## 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](mailto: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.

*Let's Rodeo!*  
**HOUSTON LIVESTOCK SHOW AND RODEO™**