



## Filming at Morongo Casino Resort & Spa Checklist

### To the Film Maker:

This list will give you a clear picture of each step needed to ensure that your shoot comes together in a complete and timely manner.

### **6+ WEEKS PRIOR TO FILMING – PLANNING PHASE:**

- ✓ Review all of the information on the Film Morongo website and become familiar with guidelines and fees.
- ✓ Send a copy of your complete or “working” script to your Morongo Casino Resort & Spa Sales Department contact. This will be forwarded to the Morongo Band of Mission Indians Tribal Council for review and approval.
- ✓ Complete the Filming Application and Permit and submit it to your Morongo Casino Resort and Spa Sales contact.
- ✓ The Morongo Band of Mission Indians Tribal Council and Morongo Gaming Agency must preapprove your project. Requests may be denied if the overall content of the script is in conflict with the goals and ideals of the Morongo Band of Mission Indians or if the project is deemed unmanageable for Morongo Casino Resort and Spa.
- ✓ Preapproval is generally granted within 10 days. At the time of preapproval, a film liaison will be assigned to work with you on all aspects of your project. Your liaison is your principal contact with MCRS and will secure access to facilities, facilitate interaction with Casino Officials, manage required permissions unless otherwise noted and accompany you at all times during your time on property.

### **AT LEAST 30 DAYS PRIOR TO SHOOTING:**

- ✓ Contact your film liaison to set up an appointment to walk through all site locations and discuss details of your shoot.
- ✓ Perform a full technical scout, including a written list of all potential items (e.g., cranes, generators, trucks) to be brought onto property for duration of the production.
- ✓ Discuss cabling runs, electrical needs, special effects needs/requirements, site security and possible rerouting of traffic patterns (vehicle and pedestrian).
- ✓ Determine availability of requested locations for possible use.

✓ Following the tech scout, an estimate of fees will be presented to you in a contract by your film liaison.

### **10 TO 14 DAYS PRIOR TO SHOOTING:**

- ✓ Your liaison will schedule a visit to site locations with Morongo Casino Resort & Spa Operations and Gaming Agency representatives.
- ✓ Finalize locations, requirements and parking needs with your liaison.
- ✓ Submit detailed timeline and script revisions (film) or storyboards (advertisement) to your liaison.
- ✓ Submit a certificate of general liability insurance to your liaison to forward to the Safety and Risk Management Department.
- ✓ Submit signed contract to your film liaison.

### **AT LEAST 3 DAYS PRIOR TO SHOOTING:**

- ✓ Submit full payment of fees agreed upon in your contract. **Final approval to film should not be assumed until you have a signed contract and receipt of payment with Morongo Casino Resort and Spa for filming.**
- ✓ Submit any location changes for approval.
- ✓ Submit a full list of crew members and vehicles and a daily production schedule to your liaison.
- ✓ Submit a list of possible arrivals and departures of equipment to the production site.

### **CANCELLATIONS**

**Cancellation of an approved film permit must be received no less than two business days prior to the scheduled start of filming.** A fee equal to 75 percent of the regular MCRS filming production fee will be charged if the cancellation occurs after the contract has been signed or within 48 hours of the scheduled shoot regardless of whether a contract is in effect. If hotel rooms have been reserved for cast and crew or personnel booked, those fees may also be billed.

### **RUSH SERVICES**

In order to ensure that all approvals are received and your shoot is arranged to your expectations, we require that a fully completed application be submitted to the MCRS Sales Department no less than 10 days prior to the first prep day or day of shooting. Should either occur after the deadline, a per-item rush fee of 10 percent of your MCRS filming production fee will be charged.