

TIPS FOR STUDENTS AND LOW BUDGET FILMMAKERS

I'm making a short film with a low/no budget. Can Glasgow Film Office help me find locations?

- When making a film on a low budget the most cost effective, hassle free way of finding a location is to ask friends and family if they would be willing to let you use their property. If it is a student production you could also try asking your University or college - they will often have empty rooms/buildings that are available for you to use.

The location library at Glasgow Film Office is a professional database and as such the property owners on our books will expect a substantial location fee.

In all instances, even when filming at a friend's house, you will need some form of location agreement. Speak to your tutor about this.

How can I get permission to film once I've decided on my locations?

- If you are interested in filming in a public place or municipal building then you must seek permission from Glasgow City Council and more than likely there will be a fee involved in securing this location. The only exception to this is if you are filming on a pavement. Providing you are not causing an obstruction or preventing pedestrians from using the pavement you do not need to ask the council for prior permission.

In all circumstances when filming in a public place you will need to inform Strathclyde Police.

For private residences you will need to gain permission from the property owner. If the property is rented, you need to gain permission from both the people who live there and also the landlord.

NB: Important - for all filming you will need to provide evidence of adequate public liability insurance (ask your tutor about this or look at the PACT website www.pact.co.uk)

Who do I need to speak to at the council/police?

- Glasgow Film Office can put you in touch with the appropriate contacts.

My short film involves a car chase. How do I go about arranging a road closure?

- Complicated shoots like this can be very difficult to arrange on a low budget. Apart from the fact that this is a very difficult request to gain permission for, there would also be significant costs involved. The best advice would be to keep the script as simple as possible and think laterally to find alternatives. For example, if your film is set in a prison cell do you really need to film this in a prison? Could you use an empty room somewhere? Your audience will never know it's not the real thing!

Are there any rules concerning etiquette that I should know about when filming on location?

- When filming on location it is mostly a question of using your common sense. Here is a list of a few simple dos and don'ts:
 - · Never use a location without permission
 - Be considerate of neighbours etc. - don't be excessively noisy
 - Do not smoke indoors
 - Put litter in the bin
 - Always leave the location as you found it
 - If possible, thank the location provider