**Jacksonville Film & Television**

**Production Guide Application Instructions**

The Jacksonville Film & Television Production Guide is the official guide for film and video production in NE Florida. The production guide is accessible online at [www.filmjax.com](http://www.filmjax.com).

**Application Instructions**

1. Deadline for applications and fees (if any): ONLINE ONLY version of Production Guide – anytime.
2. Choose from two types of listings: Individual **OR** Company. Addresses must exist in Jacksonville’s ten county region: Alachua, Baker, Bradford, Clay, Columbia, Duval, Flagler, Nassau, Putnam, St. Johns. See the rules and regulations on [www.filmjax.com](http://www.filmjax.com) for more information regarding qualifications for listings.

**Individual Listing**: Independent contractors/freelancers only; may not be an employee of a company in the capacity of the requested listing. New listings must submit two call sheets (each from a different job) **OR** a resume *and* two verifiable references from established industry professionals who can verify qualifications for each category. Any experience in an academic environment does not qualify as professional experience. No fictitious or corporate names allowed.

**Company Listing**: A current occupational license number must be provided for new listings. Any additional business information that helps qualify your company may be submitted.

1. **Listing in TWO categories is** FREE. Each listing includes contact information and up to 25 words of description. Union affiliation and license numbers, where applicable, are not included in the word count.
2. Enhancement options ($50 per item, per listing):

Additional Listings – Listings in excess of 2 free listings

Enhanced Listings – Bold typed & box around listing printed in the guide

Extended Listings – 50 word maximum for descriptions, instead of 25

5) Submission: Mail applications and fees (if any) to:

**Jacksonville Film and Television Office**

**Attn: Production Guide**

117 West Duval Street, Suite 275,
Jacksonville, FL 32202

Questions? 904.630.1622 or filmjaxinfo@coj.net

 [www.filmjax.com](http://www.filmjax.com)

No payments will be deposited until the applicant has been accepted into the production guide, and payments will be refunded in full if the applicant’s listing is deemed ineligible.

6)Applications must be typed or printed legibly. Incomplete applications will not be processed. Applications received without appropriate attachments or fees will not be processed. All applications will be reviewed by a committee of active professionals, quarterly. The online guide is updated throughout the year. If an application is not approved for the guide, a full refund of enhancement fees, if applicable, will be issued.

**It is the applicant’s responsibility to submit in writing any changes to listings via e‑mail to** **filmjaxinfo@coj.net** **or via USPS to the address above. The Jacksonville Film & Television Office is not responsible for inaccurate information, errors, or omissions and reserves the right to edit and/or reject any listing due to lack of credentials or falsification of information.**