



School of Media and Communication
Nunn Drive // Griffin Hall 400
Highland Heights, Kentucky 41099
(859) 572-5436 // smc@nku.edu
nku.edu/smc

FILMMAKERS' CODE OF CONDUCT FOR FILMING ON LOCATION

Dear Resident, we are filming a television commercial in your aread and our top priority is to make this a good experience for all involved and realize that a film crew on your street may draw some attention.

We wanted to let you know that we will stay contained at the address ^{31 Broadview Pl} _____ but there will be several cars and a few trucks that may look unfamiliar. Please, if you have any questions at all – don't hesitate to reach out to me, the producer or locations manager , Dimitrije Fistic at 513-237-1057.

1. What are we shooting: Commercial for a name brand household product
2. How long will we be here: Our full crew will start on 3/10 and we will wrap on 3/12.
3. Time of day: We will arrive in between 8a am and wrap by 6p every day –
4. Our sets are smaller than usual (you will laugh as you will see people everywhere!). But we will take up some street parking.
5. All of our shots will take place _____ approximate location.
6. We will absolutely clean up after ourselves!
7. Members of the film community have a long-standing record of supporting the goals of the environmental community. At the conclusion of the filming process, it is the desire and the intention of this company to leave the location as it was found prior to the start of production.

In closing, we work hard to be respectful neighbors when filming on location. In fact, we are your neighbors! Our entire production is local crew and for a local client so we want to be sure this is a good experience for everyone. So, if you have any concerns at all during the filming, please don't hesitate to reach out to me!

Very Best Regards,

Name Dimitrije Fistic



LOCATION RELEASE

Property Owner: John Smith

Property Address: 31 Broadview Pl, Fort Thomas, KY 41075

Production Co: SMC Creative NKU
Address: Griffin Hall Suite, 500 Louie B Nunn Dr
Highland Heights, KY 41099

("Producer") RE: Commercial Shoot (the "Film")

To the Producer:

I, the undersigned owner or agent (collectively, "Owner") hereby acknowledges that the Property as referred to in the LOCATION AGREEMENT between Producer and Owner dated **[DATE INDICATED ON LOCATION AGREEMENT]**, (the "Agreement") has been returned to Owner in substantially the same condition as it was in prior to Producer's use thereof:

Owner hereby acknowledges that:

- (a) all payments required under the Agreement have been paid;
- (b) no additional restoration work is required in connection with the Property;
- (c) Owner and any individual who entered the Property at the invitation or on behalf of Owner, suffered no personal loss or damage in connection with the use of the Property by Producer; and
- (d) Producer has no other responsibilities in connection with the Property other than to continue to hold Owner harmless from any and all third-party suits, claims, or loss or liabilities directly resulting from Producer's use of the Property.

Owner hereby releases and forever discharges Producer, its parent, subsidiary, affiliated and associated companies and its and their officers, employees and agents, and their successors and assigns of and from any and all claims, debts, demands, liabilities, obligations, costs, expenses, damages, actions and causes of action of whatsoever kind or nature, whether known or unknown, which Owner has ever had, now has or which Owner or any of its successors or assigns hereafter can, shall or may have against Producer based on or arising out of, relating to or in connection with the Agreement. Producer may assign, transfer, license, delegate and/or grant all or any part of its rights, privileges and property hereunder to any person or entity. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns. This Agreement and Owner's rights and obligations hereunder may not be assigned by Owner.

ACCEPTED & AGREED TO:



Property Owner or Designated Signatory

02/12/2026

Date



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Very Best Regards,

Name Dimitrije Fistic



LOCATION RELEASE

Property Owner: Jane Doe Property Address: 6468 Graham Ct, Burlington, KY 41005

Production Co: SMC Creative NKU ("Producer") RE: Commercial Shoot (the "Film")
Address: Griffin Hall Suite, 500 Louie B Nunn Dr
Highland Heights, KY 41099

To the Producer:

I, the undersigned owner or agent (collectively, "Owner") hereby acknowledges that the Property as referred to in the LOCATION AGREEMENT between Producer and Owner dated [DATE INDICATED ON LOCATION AGREEMENT], (the "Agreement") has been returned to Owner in substantially the same condition as it was in prior to Producer's use thereof:

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- (d) Producer has no other responsibilities in connection with the Property other than to continue to hold Owner harmless from any and all third-party suits, claims, or loss or liabilities directly resulting from Producer's use of the Property.

Owner hereby releases and forever discharges Producer, its parent, subsidiary, affiliated and associated companies and its and their officers, employees and agents, and their successors and assigns of and from any and all claims, debts, demands, liabilities, obligations, costs, expenses, damages, actions and causes of action of whatsoever kind or nature, whether known or unknown, which Owner has ever had, now has or which Owner or any of its successors or assigns hereafter can, shall or may have against Producer based on or arising out of, relating to or in connection with the Agreement. Producer may assign, transfer, license, delegate and/or grant all or any part of its rights, privileges and property hereunder to any person or entity. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns. This Agreement and Owner's rights and obligations hereunder may not be assigned by Owner.

ACCEPTED & AGREED TO:

02/12/2026

Property Owner or Designated Signatory Date