



City of Newnan Guidelines / Checklist for Filming

Office of Communications
25 LaGrange Street, Newnan, GA 30263
678-673-5512

Please Note: The City of Newnan requires a permit for all commercial TV/film/video productions. However, those projects that require street closures for a duration less than three (3) days and Intermittent Traffic Control for a duration less than 7 days may be reviewed administratively. Applications that include extended durations will be required to secure approval from the Newnan City Council.

Checklist for Filming in the City of Newnan

The following checklist provides guidance to all applicants interested in filming in the City of Newnan:

Task To Be Completed...

- 1. Completion of Film, Television, Music and Video Production Permit Application
Applications must be submitted at least 2 weeks prior to the scheduled film/prep dates.
- 2. Completion of public notification requirements
 - Applicants are required to place “yard signs” in areas where businesses and residents may be affected or impacted by filming 2 weeks prior to the scheduled city council meeting
 - Signs are available at Newnan City Hall and must be returned after the city council meeting.
 - Applicants must produce a signed affidavit as proof of contacting directly affected business owners and residents in impacted areas.
- 3. Obtain approval from the Georgia Department Of Transportation if state routes will be used during filming (if applicable).
- 4. Provide Insurance Certification naming the City of Newnan as additional insured.
- 5. Applicant must secure approval from the Newnan City Council only when:
 1. Production requires street/sidewalk closure for more than 3 days; or
 2. Production requires intermittent traffic control for more than 7 days

Applicant presentation/proposal before Newnan City Council must include the following:

 - Dates, times and locations of filming
 - Sketch and/or diagram of the filming/prep site(s) designating placement of large equipment, trailers, etc.
 - List of businesses/residents contacted
 - A copy of your presentation/proposal must be transmitted to City Manager’s Office at least one week prior to the City Council meeting
 - Applicant or designee must attend City Council meeting
- 6. Payment must be received in advance of filming. Please see fee schedule attached herein.
- 7. Notify Coweta County Camera Ready Program Liaison (Tray Baggary – tbaggarly@coweta.ga.us) when seeking approval of use of County facilities, buildings and properties.
- 8. Contact City of Newnan Office of Communications (Ashley Copeland – acopeland@cityofnewnan.org) for additional questions or information regarding the City of Newnan’s filming guidelines.

The City of Newnan 2019 Council Meetings

Day	Month	Date	Time	Agenda Items Due – 5:00 PM
Tuesday	January	8	2:30	12/31/2018
Tuesday	January	22	6:30	1/15/2019
Tuesday	February	12	2:30	2/5/2019
Tuesday	February	26	6:30	2/19/2019
Tuesday	March	11	2:30	3/5/2019
Tuesday	March	26	6:30	3/19/2019
Tuesday	April	9	2:30	4/2/2019
Tuesday	April	23	6:30	4/16/2019
Tuesday	May	7	2:30	4/30/2019
Tuesday	May	28	6:30	5/21/2019
Tuesday	June	18	6:30	6/11/2019
Tuesday	July	16	6:30	7/9/2019
Tuesday	August	13	2:30	8/6/2019
Tuesday	August	27	6:30	8/20/2019
Tuesday	September	10	2:30	9/3/2019
Tuesday	September	24	6:30	9/17/2019
Tuesday	October	8	2:30	10/1/2019
Tuesday	October	22	6:30	10/15/2019
Tuesday	November	12	2:30	11/5/2019
Tuesday	November	26	6:30	11/19/2019
Tuesday	December	10	6:00	Public Hearing/2020 Budget
Tuesday	December	10	6:30	12/3/2019

Meeting dates and times are subject to change.