



**DETROIT FILM OFFICE**

**PERMIT APPLICATION**

## PERMIT APPLICATION INFORMATION

Thank for your interest in filming within the City of Detroit.

- Please read the “City of Detroit Film Guide” prior to completing the application.
- **All** film productions must complete a permit application prior to filming in the City of Detroit, including still photography, documentaries and commercials.
- Applications must be received ten (10) business days prior to your first proposed date, more time is needed for curb/single lane and full street closures.
- All applications must be legible and include all information requested. If a section of the application is not applicable please indicate by N/A (not applicable). If the application is not legible or incomplete, it will be returned and the application process will be delayed.
- Approved permits will be emailed to the contact provided on the application.
- A copy of the approved permit and insurance certificate must be on site during filming. Detroit Police Department will request onsite.
  - Please keep the City of Detroit holiday and budget required furlough schedule, in mind when planning productions.

### Permit Process Checklist

- Complete Application, if a portion of the application is not applicable, write N/A (not applicable) – an incomplete application will delay the process.
- Sign the application
- Attach a copy of the insurance certificate
- Attach a copy of the neighborhood notification letter – (Includes photography and commercials)
- Attach a copy of the signature form - (Includes photography and commercials)
- Attach a site plan for each location - (Includes photography and commercials)
- Attach a detour plan – single or full lane closures
- Attach the City of Detroit intent form, if applicable
- Fax application to (313)224-4128 or send via email to [dfo@detroitmi.gov](mailto:dfo@detroitmi.gov)
- Attach a completed location form for each location

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

## PERMIT APPLICATION

Production Title: \_\_\_\_\_

Project Description (Please refer to the City of Detroit intent form if your film project depicts the City of Detroit or City of Detroit employees)

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Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

- Type:     Commercial     Non-Profit     Government     Student
- Format:  Feature Film     Music Video     Documentary     TV/Cable Movie     TV/Cable Program
- TV/Cable Ad     Commercial Still Photography     WWW Program     WWW Ad

|  |  |                             |  |
|--|--|-----------------------------|--|
| <b>Production Company:</b>             |  |                             |  |
| <b>Address:</b>                        |  |                             |  |
| <b>City, State, Zip</b>                |  |                             |  |
| <b>Production Office Phone Number:</b> |  | <b>Business Fax Number:</b> |  |
| <b>Primary Contact Name:</b>           |  |                             |  |
| <b>Mobile Phone Number:</b>            |  | <b>Email Address:</b>       |  |

| Title                      | Name             | Phone Number/Email |
|----------------------------|------------------|--------------------|
| <b>Producer:</b>           |                  |                    |
| <b>Director:</b>           |                  |                    |
| <b>Production Manager:</b> |                  |                    |
| <b>1<sup>ST</sup> AD:</b>  |                  |                    |
| <b>Location Manager:</b>   |                  |                    |
| <b>Location Assistant:</b> |                  |                    |
| <b>Publicist:</b>          |                  |                    |
| <b>Insurance Company:</b>  | <b>Policy #:</b> |                    |
| <b>Agent:</b>              |                  |                    |

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

## LOCATION \_\_\_\_\_

(Please complete a separate form for each location, except Documentaries)

**Location Description (Documentaries, please complete documentary application below)**

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- Filming Activities:**    Interior Dialogue    Exterior Dialogue    Lane Closure    Full Street Closure
- Sidewalk Closure    Driving/Flow Traffic    Drive Up/Away    ITC
- ITC Hours: \_\_\_\_\_    Equipment on Sidewalk    Backyard Filming    Open Flame

**Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Scene Description:**

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**Prep Date (s) & Time(s)** \_\_\_\_\_

**Filming Date (s) & Time(s)** \_\_\_\_\_

**Strike Date(s) & Time(s)** \_\_\_\_\_

**Equipment / Personnel**

| Type               | Qty | Type            | Qty | Type            | Qty |
|--------------------|-----|-----------------|-----|-----------------|-----|
| Cast/Crew Vehicle  |     | Generator       |     | Beebe Light     |     |
| Cube Trucks        |     | Vans            |     | Semi Truck      |     |
| Cranes             |     | Camera Cars     |     | Condors         |     |
| Portable Restrooms |     | Scissor Lift    |     | Process Trailer |     |
| Tents/Pop-up       |     | Catering w/ BBQ |     | Motor homes     |     |
| Cast               |     | Crew            |     | Extras          |     |

Base Camp Location Address: \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

## LOCATION \_\_\_\_\_

(Please complete a separate form for each location)

### Gunfire / Special Effects

| Type                     | # Takes Per Day | # Times per Time |
|--------------------------|-----------------|------------------|
| Gunfire – Automatic      |                 |                  |
| Gunfire – Semi Automatic |                 |                  |
| Gunfire - Single Shot    |                 |                  |
| Breaking Glass           |                 |                  |
| Car Explosion            |                 |                  |
| Explosion                |                 |                  |
| Fire Ball                |                 |                  |
| Fire Bars                |                 |                  |
| Sparks                   |                 |                  |
| Other                    |                 |                  |

Description of Gunfire (Detroit Police Department must be present for gunfire):

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Description of Special Effects or Pyrotechnics (Permit must be obtained from the Detroit Fire Department):

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### **PARKING (Please check all that applies):**

Parking Meters – Business(es) that is/are impacted must be notified.

Location – Street(s): \_\_\_\_\_

Trucks

Location – Street(s): \_\_\_\_\_

Cranes – Must obtain a Right of Way Permit

Location – Street(s): \_\_\_\_\_

Condor – Must obtain a Right of Way Permit

Location – Street(s): \_\_\_\_\_

Vans

Location – Street(s): \_\_\_\_\_

Trailers / Motor Homes

Location – Street(s): \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

## LOCATION \_\_\_\_\_

(Please complete a separate form for each location)

### PARKING (CONTINUED)

Beebe Light – Must obtain a Right of Way Permit

Location – Street(s): \_\_\_\_\_

Crew Cars

Location – Street(s): \_\_\_\_\_

Generator(s)

Location – Street(s): \_\_\_\_\_

No Parking Signs – Neighborhood must be notified

Location – Street(s): \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

## LOCATION \_\_\_\_\_

(Please complete a separate form for each location)

The applicant has read and agrees to the terms and conditions of this application. The applicant agrees by signing and filing this application that it has been reviewed and the applicant will adhere to City of Detroit guidelines. This permit may be revoked at anytime.

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HOLD HARMLESS AND INDEMNIFICATION:

Indemnify and hold harmless the City, its agencies, officers, elected officials, appointed officials and employees, against any claims (including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from Production's use of City property or other assistance in connection with the Production, including but not limited to pre-production, post-production and City-provided orientation, training, access to City facilities, and City property or operations. This provision does not indemnify or hold the City, its agencies, officers, and employees from claims arising from defects in City property negligence, and willful conduct on the part of the City, its agencies, officers, and employees.

I/we hereby affirm that I/we have read and understand the Hold Harmless and Indemnification and agree to the terms expressed therein.

Authorized Signature-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR CITY USE ONLY

Approval Name: \_\_\_\_\_ Date: \_\_\_\_\_

DPD: Y/N

Police Department APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

|               |  |                      |  |                   |  |
|---------------|--|----------------------|--|-------------------|--|
| Traffic Eng:  |  | Notification Letter: |  | Parking Meters:   |  |
| Detour Plan:  |  | COD Intent:          |  | Rec. Application: |  |
| Closure Plan: |  | Cond. Of Permit      |  | COD Property:     |  |
| DPW:          |  | DFD Approval:        |  | Student Letter:   |  |
| Insurance:    |  | ROW Permit           |  |                   |  |
|               |  |                      |  |                   |  |

Conditions of Permit: \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

DOC PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

## DOCUMENTARY PERMIT APPLICATION

Project Description (Attach a Synopsis or Overview)

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### Location - Details:

Filming Activities:  Interior Dialogue  Exterior Dialogue  Sidewalk Closure

Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Film Date (s) & Time (s) \_\_\_\_\_

### Location - Details:

Filming Activities:  Interior Dialogue  Exterior Dialogue  Sidewalk Closure

Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Film Date (s) & Time (s) \_\_\_\_\_

### Location - Details:

Filming Activities:  Interior Dialogue  Exterior Dialogue  Sidewalk Closure

Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Film Date (s) & Time (s) \_\_\_\_\_



# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

DOC PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

**Location - Details:**

**Filming Activities:**  Interior Dialogue  Exterior Dialogue  Sidewalk Closure

**Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Film Date (s) & Time (s)** \_\_\_\_\_

**Location - Details:**

**Filming Activities:**  Interior Dialogue  Exterior Dialogue  Sidewalk Closure

**Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Film Date (s) & Time (s)** \_\_\_\_\_

**Location - Details:**

**Filming Activities:**  Interior Dialogue  Exterior Dialogue  Sidewalk Closure

**Type of Location (i.e. restaurant, nightclub, bar, residential, office, apartment, etc):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Film Date (s) & Time (s)** \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

DOC PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

**Distribution Plan (I.e. Web, Cable Network):**

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**List of Partners:**

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**Project Release Date:** \_\_\_\_\_

**Equipment / Personnel**

| Type        | Qty | Type | Qty | Type        | Qty |
|-------------|-----|------|-----|-------------|-----|
| Cube Trucks |     | Vans |     | Camera Cars |     |
| Cast        |     | Crew |     | Extras      |     |

***PARKING (Please check all that applies):***

Parking Meters – Business (es) that is/are impacted must be notified.

Location – Street(s): \_\_\_\_\_

Trucks

Location – Street(s): \_\_\_\_\_

Vans

Location – Street(s): \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

DOC PERMIT APPLICATION

PERMIT No. \_\_\_\_\_

Date of issue: \_\_\_\_\_

The applicant has read and agrees to the terms and conditions of this application. The applicant agrees by signing and filing this application that it has been reviewed and the applicant will adhere to City of Detroit guidelines. This permit may be revoked at anytime.

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOLD HARMLESS AND INDEMNIFICATION:**

Indemnify and hold harmless the City, its agencies, officers, elected officials, appointed officials and employees, against any claims (including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from Production's use of City property or other assistance in connection with the Production, including but not limited to pre-production, post-production and City-provided orientation, training, access to City facilities, and City property or operations. This provision does not indemnify or hold the City, its agencies, officers, and employees from claims arising from defects in City property negligence, and willful conduct on the part of the City, its agencies, officers, and employees.

I/we hereby affirm that I/we have read and understand the Hold Harmless and Indemnification and agree to the terms expressed therein.

Authorized Signature-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## DOCUMENTARY PERMIT

**FOR CITY USE ONLY**

Approval Name: \_\_\_\_\_ Date: \_\_\_\_\_

DPD: Y/N

Police Department APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

|               |  |                      |  |
|---------------|--|----------------------|--|
| Traffic Eng:  |  | Notification Letter: |  |
| Detour Plan:  |  | COD Intent:          |  |
| Closure Plan: |  | Cond. Of Permit      |  |
| DPW:          |  | DFD Approval:        |  |
| Insurance:    |  | ROW Permit           |  |
|               |  |                      |  |
|               |  |                      |  |

Conditions of Permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

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## LOCATION SITE / PARKING PLAN (Each Location must have a site plan attached)

LOCATION # \_\_\_\_\_  
(Each location requires a separate form)

Production Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Production Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Filming Dates: \_\_\_\_\_ Filming Start Time: \_\_\_\_\_ Filming End Time: \_\_\_\_\_

Please attach a scale site plan for your location or draw your location site plan. Make sure your location has the following details:

- Include business names and address. Must be legible, if not the application process will be delayed.
  - Location of NO PARKING SIGNS - signs must be posted 48 hours prior to start time.
  - Identify parking meter locations
  - Identify the location of condors, generators and camera placement.
  - Include the number of vehicles, generators, condors that will be on location.
-

## NEIGHBORHOOD NOTIFICATION PROCEDURE

The Mayor's Office is excited about the film industry being in the city and we want to make sure our residents and business owners are aware of filming activity in their community. The notification procedure is very important and the letter should include important information pertaining to the film production that will take place.

### GUIDELINES

- All applicants must create a notification letter and provide a copy of the letter to the Mayor's Office for approval before distribution.
- Notification letters must be distributed to businesses/residents within 300 feet on all sides of the film location. This would include alleyways and side streets.
- The notification letter must be distributed five (5) days prior to the first day of film/photography.

### THE LETTER MUST INCLUDE:

- Letter must be on the production company's letterhead.
- The tone of the letter should be informative and helpful. The tone should be humble and not "matter or fact."
- Include the name of the production company and the project name.
- Describe details of your filming activities, including ITC (explain the ITC time frame), Street Closure Time frames and a description of the scene. Remember the more information the better, this will ensure that the community is fully informed. List the dates and time of filming on location.
- Include start and end time
- List the parking meter(s) that will be reserved.
- List the location(s) for the "No Parking" signs.
- For residential areas – include how many trucks will be parked on the street.
- Thank the community for their support. It is important to engage the community while filming so that they feel they are a part of the process.
- Provide a contact person that can be reached prior, during and post filming.
- Include the Detroit Film Office number (313)224-1606 and email [dfo@detroitmi.gov](mailto:dfo@detroitmi.gov).

### SIGNATURE FORM GUIDELINES:

- Signature forms are required for the following scenarios:
  - Business(es) or Resident(s) within Full Street or Single Lane closures.
  - Business(es) or Resident(s) within 300 ft on all sides from the closure perimeter.
  - Parking of trucks or large vehicles at parking meters in front of business(es)
  - Filming within a residential community/block.
- Signatures from individual business(es) must be obtained **NOT** building management companies
- The Signature form must be completed and submitted with the application.
- Signatures from minors will not be accepted by the Detroit Film Office.
- If the property owners are not home or at their office, make sure a signature is obtained prior to filming/photographing. Provide a contact person for additional follow-up if they were not available for signature.

### LETTER NOTIFICATION CONFIRMATION FORM GUIDELINES:

- Signatures are not required on the form.
- List the name of the business (es) that received flyers. Also include the date, address and phone number if available.
- The letter notification form confirms that the production company dropped letters to all locations within 300 ft on all sides of the film location.
- Leaving letters in the mailbox violates federal laws.
- Completed form must be returned to the Film Office 48 hours prior to the first day of filming.

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

Page(s) \_\_\_\_ of \_\_\_\_

## SIGNATURE FORM

All information must be legible and the business name(s) must be included. The signature form is required for business (es) and resident(s) within full or single lane closures, business (es)/residential properties within 300 ft on all sides from the closure perimeter, if parking equipment in front of business (es)/residential properties and if filming within a residential community/block.

On, \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_; \_\_\_\_\_ is scheduled to film at  
 (Date) (Time) (Production Company)

\_\_\_\_\_. We will have \_\_\_\_\_ equipment vehicles that will be parked on city streets.  
 (Address) (Qty)

By signing, I verify that I have read the notification letter. I do not have any objections to the film activity referenced above.

| Business Name | Address | Print Name | Signature | Date Signed |
|---------------|---------|------------|-----------|-------------|
|               |         |            |           |             |
|               |         |            |           |             |
|               |         |            |           |             |
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|               |         |            |           |             |
|               |         |            |           |             |

*The list above will be checked randomly for credibility. Any false information will be addressed and the film permit may be revoked. If a residential property, the owner or tenant must sign. If a business, the owner or manager must sign. Signatures of minors are not acceptable.*

By signing, I verify that the information above is true and confirmed.

Authorized Signature-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

Page(s) \_\_\_\_ of \_\_\_\_

## NEIGHBORHOOD NOTIFICATION FORM

If your film production does not require street closures, parking trucks in front of business or filming in a residential community, signatures are not required. Although, signatures are not required, the Film Office requires notification letters to be distributed in the filming location. All information must be legible and the business(es) name must be included. Complete the chart below with your letter distribution details.

| Business Name | Address | Method of Delivery<br>(i.e. handed to owner) | Phone Number (if available) | Date /Time |
|---------------|---------|--|-----------------------------|------------|
|               |         |  |                             |            |
|               |         |  |                             |            |
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|               |         |  |                             |            |
|               |         |  |                             |            |

*The list above will be checked randomly for credibility. Any false information will be addressed and the film permit may be revoked. The completed form must be returned to the Film Office 48 hours prior to the first day of filming.*  
By signing, I verify that the information above is true and confirmed.

Authorized Signature-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

**MUNICIPAL PARKING DEPARTMENT  
GROUP PARKING / METER PARKING ARRANGEMENT  
REQUEST FORM**

General Information: \_\_\_\_\_

Production Company: \_\_\_\_\_

Production Contact Person: \_\_\_\_\_

Production Date: \_\_\_\_\_

Production Time: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Form of Payment:  Check       Money Order       Visa       MasterCard       American Express

Credit Card Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Address on Account: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Authorized Name: \_\_\_\_\_

**GARAGE INFORMATION**

Location Requested: \_\_\_\_\_

Number of spaces requested: \_\_\_\_\_ x Cost per Space \_\_\_\_\_ = Total Cost \$ \_\_\_\_\_

**METER INFORMATION – PAYSTATION AND METER NUMBERS**

| Meter Number (s) | Street(s) include side streets | Date Meters to be bagged | Date bags to be removed | Description of use |
|------------------|--------------------------------|--------------------------|-------------------------|--------------------|
|                  |                                |                          |                         |                    |
|                  |                                |                          |                         |                    |
|                  |                                |                          |                         |                    |
|                  |                                |                          |                         |                    |
|                  |                                |                          |                         |                    |
|                  |                                |                          |                         |                    |
|                  |                                |                          |                         |                    |

List businesses that will be impacted by meter reservation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# CITY OF DETROIT FILM OFFICE – PERMIT APPLICATION

## PROPERTY/DEPARTMENT INTEREST FORM

Complete this form if you are interested in filming at a City of Detroit Property (not including Coleman A. Young Airport, Recreation Centers or Parks) or a City of Detroit Employee.

**Production Title:** \_\_\_\_\_

**Project Description (Please Attach a Synopsis)**

|  |
|--|
|  |
|  |
|  |
|  |

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

- Type:**     Commercial     Non-Profit     Government     Student
- Format:**  Feature Film     Music Video     Documentary     TV/Cable Movie     TV/Cable Program
- TV/Cable Ad     Commercial Still Photography     WWW Program     WWW Ad

**Property Address:**

\_\_\_\_\_

\_\_\_\_\_

**Which department(s) is/are you interested in filming? Why ?** \_\_\_\_\_

\_\_\_\_\_

**List Previous Productions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Distribution Plan (I.e. Cable, DVD, PBS):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

Send a press package to [dfo@detroitmi.gov](mailto:dfo@detroitmi.gov). Allow two (2) weeks for a response.

