

# RESOLUTION

*of the*

## ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS

*regarding*

### **ADOPTION OF STANDARD OPERATING PROCEDURES FOR A TOURIST DEVELOPMENT TAX FILM INCENTIVE PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Resolution No. 2026-M-\_\_\_\_\_**

WHEREAS, on May 7, 2024, the Orange County Board of County Commissioners (the “Board”) approved a Film Incentive Working Group (the “Film Group”) to explore the creation of a film incentive program to promote and advertise tourism by leveraging the wide-reaching exposure provided by television and motion picture production; and

WHEREAS, the Film Group consisted of nine members representing the film industry, including a cross section of Orange County residents with expertise in the film and television industry, education, and labor unions; and

WHEREAS, following a series of seven meetings, the Film Group provided a recommendation to the Board for a film incentive program to be funded with proceeds from the Tourist Development Tax; and

WHEREAS, on November 18, 2025, the Board adopted an ordinance which (1) created a film incentive program the purpose of which would be to promote and advertise tourism in Orange County, Florida, with such program to be implemented in accordance with policies and procedures to be adopted by the Board, and (2) amended the Tourist Development Plan found in Section 25-140, Orange County Code, to include, as the Twelfth Priority, funding for a film incentive program in the amount of five million dollars (\$5,000,000) per year for each of the fiscal years 2026 through and including 2030, with each incentive awarded subject to a funding agreement to be approved by the Board (collectively, the “Film Program”); and

WHEREAS, consistent with the Board’s November 18<sup>th</sup> action, the Board needs to adopt policies and procedures pursuant to which the Film Program will be operated; and

WHEREAS, the Board now desires to adopt this Resolution adopting the Orange County Film Incentive Program Standard Operating Procedures.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY:

**Section 1.** **Premises.** The foregoing premises are true and correct and incorporated herein by reference.

**Section 2.** **Film Incentive Program Standard Operating Procedures.** The Board hereby adopts the Orange County Film Incentive Program Standard Operating Procedures, attached hereto and incorporated herein by reference as **Exhibit “A”** (the “SOPs”) as the policies and procedures for the Orange County Tourist Development Tax Film Incentive Program (the “Film Program”). The Film Program:

- a. will consist of a Television Commercial Production Incentive and a Television and Film Production Incentive, each to be awarded once a year, or more frequently depending on funding availability, the focus of which shall be the promotion of tourism in Orange County, Florida; and
- b. will be overseen by a Film Incentive Administrator; and
- c. will ensure all applications are reviewed by the Film Incentive Administrator and incentives awarded by a Selection Committee; and
- d. will ensure that any applicant awarded an incentive shall enter into a funding agreement to be drafted by the County Attorney’s Office and approved by the Board;

all in accordance with and as more particularly described in the SOPs.

**Section 3.**    **Effective Date.** This Resolution shall become effective upon adoption.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

ORANGE COUNTY, FLORIDA  
By: Board of County Commissioners

BY: \_\_\_\_\_  
Jerry L. Demings,  
Orange County Mayor

ATTEST: Phil Diamond, CPA, County Comptroller  
As Clerk of the Board of County Commissioners

BY: \_\_\_\_\_  
Deputy Clerk

**EXHIBIT “A”**

**Orange County Film Incentive Program Standard Operating Procedures**

# **ORANGE COUNTY FILM INCENTIVE PROGRAM**

## **Standard Operating Procedures**

### **Table of Contents**

#### **Film Incentive Program Overview**

- Program Description ..... p.6
- Incentives Overview ..... p.7
- Requirements: Television Commercial Production ..... p.8
- Requirements: Television & Film Production ..... p.10

#### **Administration and Structure**

- Organizational Overview ..... p.12
- Orange County Film Incentive Program Organizational Chart ..... p.13
- Film Incentive Administrator Job Description ..... p.14

#### **Selection Process**

- Application Process ..... p.16
- Application Review ..... p.16
- Selection Committee ..... p.17
- Selection Criteria ..... p.18
- Scoring Rubric ..... p.19

#### **Approval, Payment, and Reporting Process**

- Approval Process ..... p.20
- Agreements ..... p.20
- Compliance ..... p.20
- Payment ..... p.21
- Reporting ..... p.21

Process Flow Chart ..... p.22

Application ..... p.23

# **Film Incentive Program Overview**

---

## **Program Description**

The Orange County Board of County Commissioners (BCC) approved the establishment of a Film Incentive Program utilizing Tourist Development Tax dollars on November 18, 2025 (the “Program”). The Program is a performance-based marketing program designed to promote and advertise tourism by incentivizing film and television production in Orange County and subsequently leveraging the wide-reaching exposure provided by said films, television shows, and commercials. The Program will provide opportunities to fill hotel rooms, promote local businesses, employ local industry workforce, including recent film school graduates, and showcase Orange County’s unique destinations and amenities.

Film Incentive funding is based on a first-come-first-serve basis during an application period. Additional application periods may be added to allocate available funds.

The Program is managed by a Film Incentive Administrator that reports to the County’s Director of Economic Development. An additional Program/Marketing Coordinator reports to the Film Incentive Administrator. Staff will be funded using General Fund dollars.

A Selection Committee reviews applications and makes recommendations to the BCC for approval. Funding agreements are drafted for selected projects and include all necessary provisions, including, but not limited to compliance, auditing, and marketing requirements.

# **Incentives Overview**

## **Television Commercial Production Incentive**

The Television Commercial Production Incentive Program is a performance-based marketing program designed to attract tourists working in high-impact television commercials to do their productions in Orange County. To qualify, projects must include the booking of hotel room nights, and prominently feature, highlight, or promote Orange County and/or Orange County's municipalities. Such promotional content shall include clear and recognizable depictions of Orange County's destinations and amenities.

## **Television & Film Production Incentive**

The Television and Film Production Incentive Program is a performance-based marketing program designed to attract tourists working in the television and film industry to do their productions in Orange County. It also provides an opportunity to showcase the region as a desirable place to visit. To qualify, projects must include the booking of hotel room nights, and prominently feature, highlight, or promote Orange County and/or Orange County's municipalities. Such promotional content shall include clear and recognizable depictions of Orange County's destinations and amenities.

## **Ineligible Projects**

The following projects are not eligible to apply for the incentive program:

- Live events
- A program that solicits funds
- A gambling-related project or production
- A local, regional, or Internet-distributed-only news show or current-events show
- Advertising for internet sales
- A pornographic production
- Any production deemed obscene under Chapter 847, Florida Statutes, or
- Political programs, advertisements, documentaries, or commentaries, offering opinions, analysis, and critique of political events and figures with the intent to influence public perception, provoke discussion, or encourage action.

## Requirements: Television Commercial Production

- \$250,000 minimum direct spending in Orange County on Qualifying Payroll and Qualifying Expenditures (as defined in the Application).
- Funding will be provided in two phases and shall be in the form of a rebate in the amount of up to 10% of Qualifying Expenditures and Qualifying Payroll, capped at \$50,000 per Production Project (as defined in the Application), provided the minimum direct spend has been met.
  - Phase 1 - 50 % after completing principal photography and proof of the following is provided:
    - Verification of hotel room night stays
    - Verification of minimum expenditure requirement
    - Mention in the script and/or filming locations
    - Use of the required number of students and/or graduates of an Orange County Film-Related program
  - Phase 2 – 50% after proof of any of the following:
    - Distribution
    - Major film festival screening located outside of Florida
    - Premiere held in Orange County
- Must promote tourism:
  - Favorable on-screen visibility of Orange County filming locations in script or visuals.
- Minimum 25 Orange County hotel room nights.
- Must apply prior to principal photography.
- Hire five Qualified College Students, Qualified College Graduates, or Qualified Production Assistant Training Program Graduates from film-related programs in Orange County (college, university or technical school). Work must be done in person, or virtually within Orange County.. A residency affidavit identifying the specific school within Orange County is required for each student/graduate.
- If the applicant sets up production offices and/or soundstages, they must be based in Orange County.

- At least 10 days prior to the project release, distribution, premiere, or screening the applicant must provide stills, social media content, and/or marketing materials related to the project to the Orange County Film Incentive Administrator for promotional use by the County, Visit Orlando, or the Orlando Film Office in perpetuity. The stills will not be used until after the project is released.
- At least 30 days after the project release, distribution, premiere, or screening, the applicant must provide evidence of creation and posting/distribution of social media, videos and marketing materials that showcase local locations, testimonials by talent about ease of working here, marketing materials and videos. This material is required to receive the second funding payment.
- Allow on-set visits from Orange County or other government officials.
- Scripts, storyboards, and other intellectual property may be protected as trade secrets under Florida's Uniform Trade Secrets Act (FUTSA) codified in Chapter 688, Florida Statutes.
- Applicants will be required to provide final documentation verifying hotel room nights, final vendor list, call sheets, production report, and payroll reporting including students/graduates from an Orange County film-related program.
- Production must begin within six months of entering into an agreement with the Orange County Board of County Commissioners for the award of a film incentive.
- Cannot modify on-screen visibility after application submittal without notice to and approval from Orange County. Any changes may alter allocated funding for the project.

## Requirements: Television & Film Production

- \$400,000 minimum direct spending in Orange County on Qualifying Payroll and Qualifying Expenditures (as defined in the Application).
- Funding will be provided in two phases in the form of a rebate of up to 20% of Qualifying Expenditures and Qualifying Payroll, capped at \$1 million per Production Project provided the minimum direct spend has been met.
  - Phase 1 - 50 % after completing principal photography and providing proof of the following:
    - Verification of hotel room night stays
    - Verification of minimum expenditure requirement
    - Mention in the script and/or filming locations
    - Use of required number of students and/or graduates of an Orange County Film-Related program
  - Phase 2 – 50% after proof of any of the following
    - Distribution
    - Major film festival screening located outside of Florida
    - Premiere held in Orange County
- Must promote tourism:
  - Favorable on-screen visibility of Orange County filming locations in script or visuals.
  - Include Orange County logo in credits.
- Minimum 25 Orange County hotel room nights.
- Must apply prior to principal photography.
- Hire five Qualified College Students, Qualified College Graduates, or Qualified Production Assistant Training Program Graduates from film-related programs in Orange County (college, university or technical school). Work must be done in person, or virtually within Orange County. A residency affidavit identifying the specific school within Orange County is required for each student/graduate.
- If the applicant sets up production offices and/or soundstages, they must be based in Orange County.

- At least 10 days prior to the project release, distribution, premiere, or screening the applicant must provide stills, social media content, and/or marketing materials related to the project to the Orange County Film Incentive Administrator for promotional use by the County, Visit Orlando, or the Orlando Film Office. The stills will not be used until after the project is released.
- At least 30 days after the project release, distribution, premiere, or screening, the applicant must provide evidence of creation and posting/distribution of social media, videos and marketing materials that showcase local locations, testimonials by talent about ease of working here, marketing materials and videos. This material is required to receive the second funding payment.
- Allow on-set visits from Orange County or other government officials.
- Scripts, storyboards, and other intellectual property may be protected as trade secrets under Florida's Uniform Trade Secrets Act (FUTSA) codified in Chapter 688, Florida Statutes.
- Applicants will be required to provide final documentation verifying hotel room nights, final vendor list, call sheets, production report, and payroll reporting including students/graduates from an Orange County film-related program.
- Production must begin within six months of entering into an agreement with the Orange County Board of County Commissioners for the award of a film incentive.
- Cannot modify on-screen visibility after application submittal without notice to and approval of Orange County. Any changes may alter allocated funding for the project.

## **Administration And Structure**

---

### **Organizational Overview**

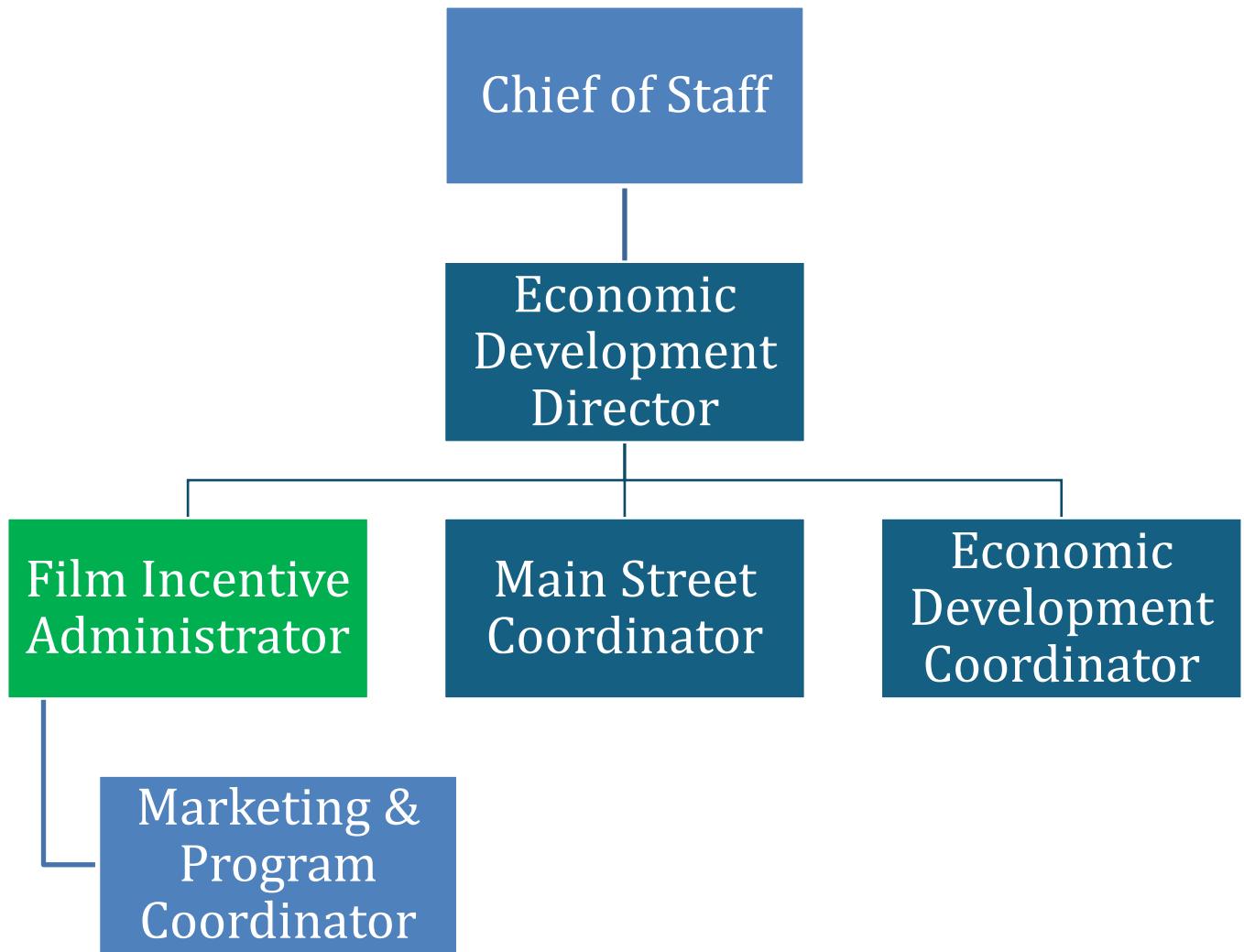
Orange County will manage the Film Incentive Program including the application, selection, and payment process and will monitor awards for compliance in conjunction with the Orange County Comptroller. Two new positions will be created, including a Film Incentive Administrator and a Program/Marketing Coordinator using General Fund dollars.

The Film Incentive Administrator position will be responsible for overseeing and managing Orange County's Film Incentive Program and staffing a Selection Committee that recommends the awarding of incentives. Responsibilities include application, selection, funding, compliance, marketing, and coordination with the Orlando Economic Partnership.

The Program/Marketing Coordinator will be responsible for processing applications, content development for the website, social media, promotional materials, and administrative functions related to payment of incentives.

The Orlando Economic Partnership will continue to provide permitting and site selection assistance as well as film marketing for the region.

## Orange County Film Incentive Program Organizational Chart



# Film Incentive Administrator Job Description

## General Functions

This position is responsible for overseeing and managing Orange County's Film Incentive Program including the application, selection, and funding process, as well as monitoring grants for compliance, coordination with the Orlando Economic Partnership on marketing efforts, participating in sales missions, industry tradeshows, and film-related activities.

Work is performed with considerable independence and the exercise of independent judgment under the general supervision of the Economic Development Director. Performance is reviewed through observations, reports and results achieved.

## Representative Duties /Assignments

Duties may vary based on area of assignment. The following are representative duties; it is not the intent to capture all duties performed by this classification.

- Administers all functions of Orange County's Film Incentive Program from application through payment, including reviewing program materials, evaluating eligibility, and ensuring compliance with program guidelines.
- Collaborate with the Orange County Attorney's Office to develop funding agreements and ensure all productions meet legal and financial compliance standards.
- Serves as a liaison and coordinates with production companies, grant recipients, Visit Orlando, local educational institutions, government agencies, the Orlando Economic Partnership, and other key stakeholders to support and promote the Film Incentive Program.
- Tracks production inquiries, monitors eligible expenses, and compiles data to quantify the program's economic impact; prepares reports for internal and external stakeholders
- Represents Orange County at industry trade shows, conferences, and sales missions to promote the region and its Film Incentive Program
- Collaborates with internal departments and local educational partners to develop training and workforce development initiatives supporting employment in the film industry.
- Manages information resources and responds to inquiries from the public, students, and members of the media and film community.
- Performs other related duties as assigned.

### **Minimum Qualifications**

Bachelor's degree from an accredited institution and five (5) years of experience in managing film, television and/or media operations. In lieu of the degree requirements, additional relevant experience may be substituted on a year-for-year basis.

### **Preferences**

A degree in Film, Marketing, Business Administration, Public Administration, Communications, Public Relations or a related field and film incentive experience.

# **Application and Selection Process**

---

## **Application Process**

Film Incentive Program funding will be awarded on a first-come-first serve-basis and subject to availability. The application period will open for a 30-day period in the first quarter of each calendar year. Additional application windows may be added based on availability of funds. During the first week of each application period, the Orange County Film Incentive Administrator will host a virtual “How to Apply Workshop.” The workshop is optional and will be recorded and posted on the County’s Film Incentive webpage.

1. Applications and all required documentation, including certification that the Production Project will start principal photography within six months after a Funding Agreement approval, must be submitted by the application deadline.
2. Incomplete and untimely applications will NOT be accepted.
3. The only email address where applications may be submitted is [OCFilm@ocfl.net](mailto:OCFilm@ocfl.net)
4. The application and required documentation will be vetted and reviewed for accuracy.
5. Upon submission of the application, the applicant will receive confirmation acknowledging receipt of the application via e-mail.
6. Scripts, storyboards, and other intellectual property may be protected as trade secrets under Florida’s Uniform Trade Secrets Act (FUTSA) codified in Chapter 688, Florida Statutes.
7. Unless otherwise exempt, all documents related to the Incentive Application and Funding Agreement, including, but not limited to, all exhibits, the application, audit results, financial documents, and certificates of insurance will become public records and subject to Chapter 119, Florida Statutes.

## **Application Review**

Applicants must submit complete applications and all required back-up materials by the application deadline.

After the application deadline passes, the Orange County Film Incentive Administrator will review the submissions for project eligibility. Eligible applications will move forward to the Selection Committee. Applicants not in compliance will be notified by the Film Incentive Administrator and may re-apply during a future application window, assuming all requirements are met.

## **Selection Committee**

Eligible applications will be evaluated by a three-member Selection Committee comprised of the Orange County Film Incentive Administrator, who shall serve as Chair of the Selection Committee, the Orange County Arts & Cultural Affairs Administrator, and the Deputy Director of the Orange County Convention Center responsible for the Tourist Development Tax budget. If a committee seat is vacant, the Economic Development Director, or their designee, will fill the vacant seat. The Selection Committee is authorized to evaluate applications and make recommendations for funding to the Board of County Commissioners based on the selection criteria, scoring rubric, and other applicable requirements of these Standard Operating Procedures.

The Selection Committee meetings shall be conducted in the County Administration building consistent with the requirements of Florida's "Government-In-the-Sunshine" Law. Two members shall constitute a quorum for the purpose of conducting the business of the Selection Committee and for all other purposes. Action may be taken by the Selection Committee upon a vote of the majority of the members present. All actions of the Selection Committee shall be taken in accordance with all applicable laws, including, but not limited to, the Code of Ethics for Public Officers and Employees (Part III of Chapter 112, Florida Statutes), the Florida Public Records Law (Chapter 119, Florida Statutes), and the Florida "Government-In-the-Sunshine" Law. The Selection Committee is not an advisory board subject to Orange County's Advisory Boards Ordinance set forth in Chapter 2, Article IV of the Orange County Code of Ordinances, nor shall members of the Selection Committee be subject to review and recommendation by the Membership and Mission Review Board.

## Selection Criteria

The Orange County Film Incentive Program is designed to promote tourism in Orange County through hotel occupancy and other local economic activity, workforce development, and enhance regional visibility through film, television, and digital media production. The program goals align with measurable evaluation criteria to ensure consistent selection decisions with hotel room nights as the primary metric.

- A. Base Eligibility (Pass/Fail)
  - a. Minimum Local Spend
  - b. Minimum Hotel Nights
  - c. Student/Graduate Hires Commitment
  - d. Marketing Deliverables Commitment
  - e. Compliance Acknowledgements
- B. Tourism and Marketing
  - a. Hotel room nights
  - b. On-Screen Visibility of County
- C. Economic Impact
  - a. Local Spend Level
  - b. Production Days in County
  - c. Local Workforce Use
- D. Ability to Execute the Project
  - a. Proof of distribution
  - b. Production experience
  - c. Percentage of secured funding
  - d. Television/film related references

## Scoring Rubric

The Selection Committee will evaluate eligible applications using a hybrid scoring model that prioritizes hotel room nights, tourism value, and economic impact. The rubric ensures transparent and objective evaluation while maintaining flexibility for varying project types.

### **SECTION A – BASE ELIGIBILITY (Pass/Fail)**

- Minimum Local Spend
- Minimum Hotel Nights
- Student/Graduate Hires Commitment
- Marketing Deliverables Commitment
- Compliance Acknowledgements

If ANY item is unchecked → Do not score.

### **SECTION B – TOURISM & MARKETING IMPACT (55 Points Total)**

Hotel Room Nights: (30 Points)

- 25–99 nights = 10 pts
- 100–199 nights = 15 pts
- 200–299 nights = 20 pts
- 300–399 nights = 25 pts
- 400 + = 30 pts

On-Screen Visibility of County (0–25 points)

- Mention of Orange County filming locations in script (0-10 pts)
- Favorable on-screen visibility of Orange County filming locations (0-15 pts)

### **SECTION C – ECONOMIC IMPACT (25 Points)**

Local Spend Level (0–10): \_\_\_\_\_

Production Days in County (0–10): \_\_\_\_\_

Local Workforce Use (0–5): \_\_\_\_\_

### **SECTION D – ABILITY TO EXECUTE THE PROJECT (20 Points)**

Proof of distribution, Letter of Intent or Screening at a Major Film Festival (0-5): \_\_\_\_\_

Production experience (0-5): \_\_\_\_\_

Percentage of secured funding (0-5): \_\_\_\_\_

Television/film related references (0-5): \_\_\_\_\_

**TOTAL SCORE: \_\_\_\_\_ / 100 pts**

Reviewer Name: \_\_\_\_\_

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

# **Approval, Payment, and Reporting Process**

---

## **Approval Process**

The Selection Committee will evaluate applications and make recommendations for funding based on the scoring rubric. The Film Incentive Administrator will ensure compliance with eligibility requirements and seek approval of projects from the Orange County Board of County Commissioners.

## **Agreements**

Applicants whose projects are recommended for approval must execute a funding agreement that outlines requirements, milestones, and objectives required to be completed prior to the County releasing any funds. The funding agreement will be placed on the Consent Agenda for approval by the Orange County Board of County Commissioners at a regularly scheduled meeting.

Agreements will be developed in conjunction with the Orange County Attorney's Office for the Television Commercial Production and the Television & Film Production incentives and will be subject to audit by the Orange County Comptroller's Office.

## **Compliance**

Orange County will disburse funds only after verification that all funding agreement, reporting, marketing, expense verification, and distribution/airing requirements have been met. Failure to satisfy any of the program's application or post-production requirements will result in the forfeiture of the incentive award.

Within six months of the project's completion, the project must provide the Orange County Film Incentive Administrator with a final crew list, final vendor list, final call sheets, final production reports, payroll reports, hotel room nights, and proof of marketing and distribution/airing of the project. The Production Project must retain and maintain records for a minimum of 5 years for purposes including, but not limited to, the Comptroller's Office, deciding to conduct an audit. Documentation must be maintained according to generally accepted accounting principles, procedures, and practices that sufficiently and properly demonstrate compliance with all funding agreement requirements and reflect all project costs expended in the performance of the agreement.

**Please note: Paperwork containing personal information (e.g., Social Security numbers, medical records, etc.) will not be accepted. All personal information must be redacted prior to submission to the County.**

## **Payment**

Funding will be provided in two phases in the form of a rebate capped at the amounts set forth herein:

Phase 1 - 50 % after completion of principal photography is complete and proof of the following is provided:

- Verification of hotel room night stays
- Verification of minimum expenditures requirement
- Mention in the script and/or filming locations
- Use of students and/or graduates of an Orange County Film-Related program

Phase 2 – 50% after proof of any of the following is provided:

- Distribution
- Major film festival screening located outside of Florida
- Premiere held in Orange County

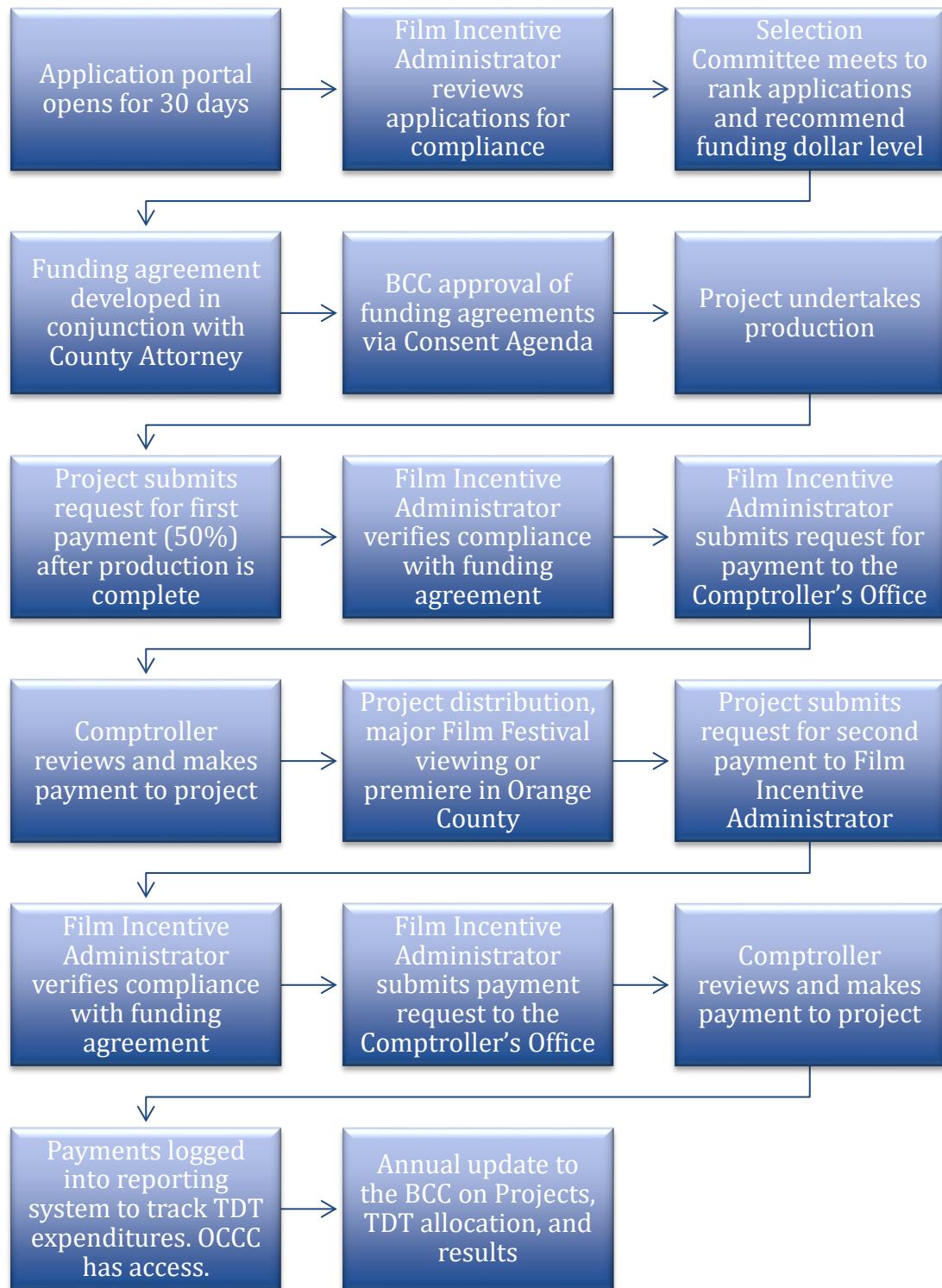
Upon review and verification of the above requirements by the Orange County Film Incentive Administrator, payment requests will be sent to the Orange County Comptroller's Office for final review and payment. Failure to satisfy any of the program's application or post-production requirements will result in the forfeiture of the incentive award.

## **Reporting**

The Film Incentive Administrator will maintain records related to all projects receiving funding, and track payments via the appropriate reporting system. Since funding is provided by the Tourist Development Tax, access to this system will be provided to the Orange County Convention Center to track expenditures.

The Film Incentive Administrator will provide an annual update to the Board of County Commissioners that includes, but is not limited to, TDT incentive expenditures, projects funded, hotel night stays, local spend, use of local workforce/students/graduates and economic impact.

## Process Flow Chart



# **Application**

---

The Orange County Film Incentive Program consists of two performance-based rebate programs:

## **Television Commercial Production Program**

The Television Commercial Production Program is a performance-based incentive designed to attract tourists working in high-impact television commercials to do their productions in Orange County. To qualify, projects must include the booking of hotel room nights and prominently feature, highlight, or promote Orange County and/or Orange County's municipalities within Orange County. Such promotional content shall include clear and recognizable depictions of Orange County's destinations and amenities.

## **Television & Film Production Program**

The Television & Film Production Program is a performance-based incentive designed to attract tourists working in the television and film industry to do their productions in Orange County. It also provides an opportunity to promote and advertise tourism by leveraging the wide-reaching exposure provided by television and film productions to showcase the area as a desirable destination. To qualify, projects must include the booking of hotel room nights, and prominently provide opportunities to feature, highlight, or promote Orange County and/or Orange County's municipalities. Such promotional content shall include clear, recognizable, and favorable depictions of Orange County's destinations and amenities.

## **Ineligible Projects**

The following projects are not eligible to apply for the incentive program:

1. Live events
2. A program that solicits funds
3. A gambling-related project or production
4. A local, regional, or Internet-distributed-only news show or current-events show
5. Advertising for internet sales
6. A pornographic production
7. Any production deemed obscene under Chapter 847, Florida Statutes, or
8. Political programs, advertisements, documentaries, or commentaries, offering opinions, analysis, and critique of political events and figures with the intent to influence public perception, provoke discussion, or encourage action.

## Definitions

**Cast and Crew** means personnel hired on a Production Project who work as talent in front of the camera or in the technical and practical occupations required for shooting a Production.

**Digital Media Project** means visual effects or digital animation sequences.

**Extras/Background Actor** means a performer who appears in a non-speaking or non-singing (silent) capacity, usually in the background in a film, television show, or any production project. Required Main Cast & Crew percentage may not include Extras/Background Actors. However, if Extras/Background Actors are Orange County residents, then said salaries may count towards eligible expenditures.

**Main Cast & Crew** means Orange County resident actors/talent, excluding Extras/Background Actors and Crew Personnel. Special considerations may be addressed by the Orange County Film Incentive Administrator on a case-by-case basis for major talents serving as day players.

**Production** means a theatrical or direct-to-video motion picture; a made-for-television motion picture; visual effects or digital animation sequences produced in conjunction with a motion picture; a commercial; a television pilot program; a presentation for a television pilot program; or a television series or streaming episodic series, including, but not limited to, a drama, a comedy, a soap opera, a telenovela, or a miniseries production. One season of a television series is considered one production for purposes of applying for the incentive.

**Production Company** means a business entity that produces content in a variety of the mediums defined under Production. For the purposes of the application, the applicant is referred to as the Production Company.

**Production Days** means the combined number of days used to create a Production, including pre-production, days spent on-site making the Production, and post-filming days, which includes the preparation concluding a Production and editing a Production to achieve a final product.

**Production Project** means an eligible Production or Digital Media Project.

**Qualified College Student** means a student enrolled in a film-related program in Orange County, who resides in Orange County on the date of commencing of prep of principal photography of the production and works most of the Production Days.

**Qualified College Graduate** means a recent graduate (less than one year) from a film related program in Orange County (college, university or technical school), who resides in Orange County on the date of commencing of prep of principal photography of the Production and works most of the Production Days.

**Qualified Production Assistant Training Program Graduate** means an individual who has graduated and earned a certificate from an accredited film-related program in Orange County (college, university, or technical school) who resides in Orange County on the date of commencing preparation of principal photography of the production and works most of the Production Days.

**Qualifying Expenditures** means payment for such goods and services and labor per requirements from the date of submission of the application through the Duration of Project (as defined below). A list of eligible expenditures is available upon request from the Orange County Film Incentive Administrator. Proof of Orange County residency requires a copy of a Florida driver's license and one (1) additional supporting document.

**Qualifying Payroll** means payment of salary to Orange County residents for work performed from the first day of pre-production to the last day of post-production ("Duration of Project"), excluding salary more than \$100,000 for any Orange County resident.

# **FILM & TELEVISION INCENTIVE PROGRAM APPLICATION**

## **SECTION 1 – APPLICANT INFORMATION**

Production Company Name:  
Parent Company:  
Federal EIN:  
Website:  
Primary Contact (Name, Title, Email, Phone):  
Production Office Address:  
Authorized Signatory:

## **SECTION 2 – PROJECT DETAILS**

Project Title:  
Project Type:  
Overview:  
Script Provided (Y/N):  
Principal Photography Dates:  
Total Production Days:  
In-County Days:  
Distribution Platform:  
Notable Talent:

## **SECTION 3 – BUDGET & EXPENDITURES**

Total Budget:  
Total Local Spend:  
Vendor Spend:  
Hotel Room Nights:  
Percent Filmed in County:  
Other Locations Considered:

## **SECTION 4 – WORKFORCE PLAN**

Local Workforce Numbers:  
Students/Graduates to Hire:  
Local Hiring Access (Y/N):

## **SECTION 5 - MARKETING VALUE**

County Credit Included (Y/N):

Location Visibility:

Tourism Marketing Deliverables:

Delivery 10 Days Prior to Release (Y/N):

*\* Cannot modify on-screen visibility after application submittal without notice to Orange County. Any changes may alter allocated funding for the project.*

## **SECTION 6 - COMPLIANCE & AUDIT**

Records Retention Commitment (Y/N):

Public Records Acknowledgment (Y/N):

## **SECTION 7 - FUNDING REQUEST**

Incentive Type:

Estimated Qualifying Spend:

Requested Rebate:

## **SECTION 8 - REQUIRED ATTACHMENTS**

- Synopsis
- Script/Storyboard
- Line-Item Budget
- Schedule
- Crew List
- Student Hire Documentation
- Financing Evidence
- Location List
- Marketing Plan
- Insurance Certificate
- W-9

## **SECTION 9 - CERTIFICATION**

I certify the information provided is accurate.

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

## Public Records

Unless otherwise exempt, all documents related to the Incentive Application or Funding Agreement, including but not limited to, all exhibits, the application, audit results, financial documents, and certificates of insurance are public records and subject to Chapter 119, Florida Statutes.

---

Name of Business Entity / Production  
Company

---

Project Title

---

Project Type

FOR INTERNAL USE ONLY

---

Date Received

---

Date Revised

---

Date Completed

---

Project Number