



Film Commission Management Course: Production Incentives, Location Services and Permitting



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Introduction:

Film commission management, covering production incentives, location services and permitting, is a 1-week course for film commission, culture-authority and destination tourism teams that ends with a Film Commission Service and Incentive Plan for a case film office. Territories lose visiting shoots when rebate rules are unclear, spend audits drag, location files are out of date and filming permits pass through several agencies with no single contact. Nominees already handle production enquiries, permit requests or incentive files and work through case studies built on rebate claims, location records and impact data. CoreConcept Training Center delivers this film commission management course.

Course Objectives:

- Define a film commission's mandate, operating model and service catalogue and assess a territory's film-friendly readiness
- Design production incentive rules covering rebate rate, qualifying local spend, thresholds, caps, cultural test and uplifts
- Build a location library and organise scouting and recce support for visiting producers
- Run a one-stop filming permit workflow that coordinates agencies, landowners and affected communities within set turnaround times
- Audit incentive claims from application to final spend certificate and grow local crew and studio capacity
- Measure the economic impact of productions and present a Film Commission Service and Incentive Plan for a case film office

Target Audience:

- Film commission staff responsible for production enquiries, location services and producer liaison
 - Incentive administration staff responsible for rebate applications, spend audits and payment certification
 - Permitting and agency liaison staff responsible for filming permits, road and site access and community notices
 - Culture-authority staff responsible for screen sector policy, crew development and studio facility planning
 - Destination tourism staff responsible for promoting the territory to producers and tracking screen tourism effects
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Course Outline:

Day 1: Film Commission Mandate, Service Model and Production Landscape

- Film Commission Operating Models Across Public, Non-Profit and Hybrid Bodies
- Location Decision Drivers Used by Visiting Film Producers
- Film Office Service Catalogue From First Enquiry to Wrap
- Stakeholder Map of Agencies, Landowners, Communities and Vendors
- Film-Friendly Readiness Self-Assessment and Service Gap Log

Day 2: Production Incentive Design, Rebate Rules and Eligibility

- Cash Rebate, Tax Credit and Grant Incentive Model Comparison
- Qualifying Local Spend Definitions for Labour, Services and Facilities
- Minimum Spend Thresholds, Per-Project Caps and Annual Budget Envelopes
- Cultural Test Scoring Criteria and Local Crew Hiring Conditions
- Uplift Rules for Remote Locations and Off-Season Shoots

Day 3: Location Library, Scouting Support and One-Stop Filming Permits

- Digital Location Library Metadata, Photo Standards and Access Rights
- Recce Itinerary Planning and Scouting Support for Visiting Producers
- One-Stop Filming Permit Workflow With Turnaround Standards
- No-Objection Coordination With Police, Roads, Parks and Heritage Sites
- Community Liaison Notices and Filming Code of Conduct

Day 4: Spend Audit, Crew and Studio Ecosystem and Economic Impact

- Incentive Application Review, Interim Certificate and Final Spend Audit
- Ineligible Cost Detection and Clawback Clauses in Rebate Agreements
- Crew Database and Trainee Placement Scheme for Below-the-Line Roles
- Studio and Backlot Facility Gap Analysis With Private Operators
- Economic Impact Study Using Direct, Indirect and Induced Spend Multipliers

Day 5: Case Study on a Film Commission Service and Incentive Plan

- Case Film Office Enquiry Log and Service Gap Review
 - Rebate Scheme Parameters and Annual Budget Model for the Case
 - Location Library and Permit Workflow Redesign for the Case Territory
 - Return per Rebate Unit and Impact Dashboard for the Case
 - Film Commission Service and Incentive Plan Completion and Board Review
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Skills You Will Gain:

- Incentive Scheme Design
- Qualifying Spend Auditing
- Location Library Curation
- Filming Permit Coordination
- Producer Enquiry Handling
- Crew and Studio Capacity Planning
- Production Economic Impact Assessment
- Community Liaison Planning

Why Attend This Course:

- Present a Film Commission Service and Incentive Plan for a case film office to the commission director and the culture or tourism board
- Decide which productions qualify for a rebate, which costs count as local spend and which permit requests need multi-agency review
- Avoid lost shoots, disputed rebate payments and community complaints caused by unclear rules, slow audits and late permit decisions
- Brief colleagues on the location library standards, permit workflow map and spend audit checklist practised in the case work

Conclusion:

Back at work, the participant hands the Film Commission Service and Incentive Plan to the commission director, the incentive committee and the partner agencies that issue filming permits. They use it to set rebate parameters and the annual incentive budget, approve location library and permit workflow changes, and agree crew and studio priorities. After the first full production season under the plan, the commission should compare enquiries converted to shoots, permit turnaround, audited local spend and impact estimates with the plan and revise rules that underperformed.

Frequently Asked Questions FAQ:

What should participants know before the film commission management course?

Participants should already handle production enquiries, permits, incentive files or screen sector policy in a public or non-profit body. No producing experience is required. Bringing anonymised rebate rules, permit forms or location records lets them apply the case work to their own film office.

How does film commission management differ from a film production management or investment promotion course?

Film commission management runs the public service side: incentives, locations, permits and crew capacity offered to visiting producers. Film production management covers developing, financing and shooting a project, and investment promotion courses target foreign companies across many sectors rather than screen productions.

Why does film commission management audit local spend before paying production incentives?

Incentives are usually paid after the shoot, on qualifying local spend only. An audit of invoices, payroll and vendor records confirms that labour, services and facilities were sourced locally and excludes ineligible costs, protecting public funds and the credibility of the scheme.

What do participants take back from the film commission management course?

Participants take back a Film Commission Service and Incentive Plan for a case film office, with rebate parameters, a budget model, a redesigned permit workflow, location library standards, crew and studio priorities and an economic impact dashboard.
