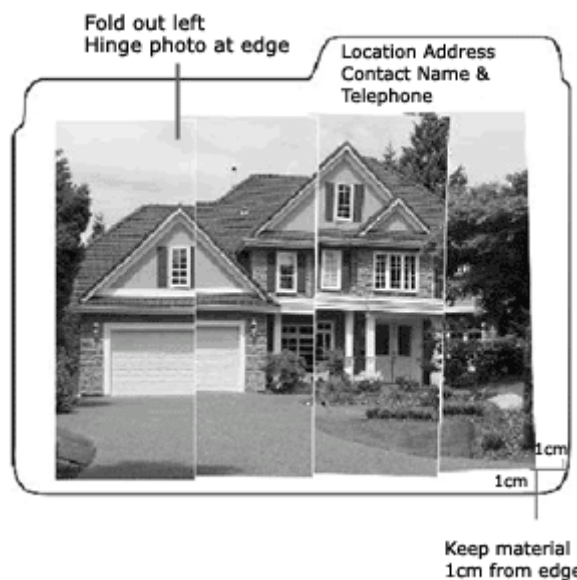


## How to Register Your Property as a Location

### Assembling the Photo File

1. Before you start to photograph the property consider what unique qualities the property possesses. Try to record your location as thoroughly as possible.
2. Take shots of your location in a panoramic style.
3. Stand in one spot and pan by moving the camera in the same direction to capture the area. Then take a “reverse” pan by walking over to the opposite side and take a pan of the area you were standing in.
4. Start photographing at the front of the property and move in (i.e. - exterior then interior)
5. Start at the front of the building and move in.  
For example, the first page of the location file should generally have the front exterior, the second page a view from just inside the front door and the third page the “reverse” pan of the second page and so on.
6. Try to duplicate the experience of someone arriving at the location and walking through as closely as possible.
7. Please provide as much information as possible on the location, such as: contact name, location address, telephone number, dimensions of the property (i.e. ceiling height, square feet, number of rooms) and any other special features of the location.



The City of Burnaby Film Office would like to offer photo files via internet. Please forward your photofile or a request for digital photos. A City representative will contact you to arrange your photofile for online service.

Telephone 604-294-7314 or e-mail: [filming@burnaby.ca](mailto:filming@burnaby.ca)