



# City of Tulsa

## FILM PERMIT APPLICATION

### ***Summary of Production***

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Production Title: INCOG - Travel Safe

Date(s) of Project: Monday, May 4, 2026

Location: Starting Address: 119 E. 21st Street

Council District(s): 4

Ending Address: 119 E. 21st Street

Film Description: Filming an INCOG Commercial about traveling safe. This spot focuses on safety practices for pedestrians, motorists and cyclists. We will need the street for a few hours, but only will need a few lanes blocked off.

Project overview:

The requested video is for INCOG's Travel With Care campaign and will be used across paid television ads and social media. The overall goal is to raise awareness around cyclist and pedestrian safety, using a tone that captures both the heart and mind of the audience—encouraging viewers to pause and consider how they can be better motorists, cyclists, and pedestrians.

Concept:

This particular project already has an outlined concept and only needs to be fleshed out and executed. There is room for creative freedom from your team, but some aspects must stay the same. Those aspects have been italicized for clarity.

This ad would be viewed as a split-screen. On the left of the screen, we would see a cyclist/pedestrian distracted and in a hurry. On the right side, we would have a calm and focused cyclist/pedestrian.

At the start of the ad, we are focused on the rushed cyclist/pedestrian as they talk on the phone in a hurry. The cyclist/pedestrian comes face-to-face with a life-altering situation caused by the hurry and distraction. As this happens on the left, our focus shifts to the right side of the screen, where we realize the other cyclist/pedestrian has stopped the other from being harmed by this life-altering situation, making their stories combine into one full-screen moment.

Ending with the tagline

"Seconds Save Lives"

**Production Category:** Commercial

**Production Includes:** Lane Closure, Intermittent Traffic Control

Number of Crew/Cast: 15

Number of Crew/Cast Vehicles: 7

Number of Equipment Vehicles: 3

### ***Production Manager, Applicant and Location Manager Information***

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Production Company: Retrospec Films

Website: <https://retrospecfilms.com/>

Production Manager: Jessica Hightower

Email: [jessica@retrospecfilms.com](mailto:jessica@retrospecfilms.com)

Phone: 918-804-1363

Applicant Name: Jessica Hightower

Email: [jessica@retrospecfilms.com](mailto:jessica@retrospecfilms.com)

Phone: 918-804-1363

Location Manager: Jessica Hightower

Email: [jessica@retrospecfilms.com](mailto:jessica@retrospecfilms.com)

Phone: 918-804-1363

On-site Contact: Jessica Hightower

Mobile: 918-804-1363

Billing Contact: Retrospec Films Phone: 918-804-1363  
Billing Address: 1825 W Detroit ST, Broken arrow, OK 74012

**Event Timeline and Lane/Street Closure Information**

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**Production Starts:** Date: 05/04/2026 Time: 8:30AM  
Street Closure for Production Start: Date: 05/04/2026 Time: 10:00AM  
Street(s) to be Closed for Production Start: 21st St between Boston Ave and Cincinnati Ave  
Intermittent Traffic Control Only: Date: 05/04/2026 Time: 10:00AM  
Street(s) to be Used for Intermittent Traffic Control Only: 21st St between Boston Ave and Cincinnati Ave  
**Production Ends:** Date: 05/04/2026 Time: 5:00PM  
Street Reopens after Production Ends: Date: 05/04/2026 Time: 1:00PM  
Using Traffic Control Barricade Company? No Contact, Email and Phone: N/A  
**Equipment Setup:** Date: Time: **Equipment Pickup:** Date: Time:

**Secondary Permits Required**

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Tent/Canopy: No tents on site Provider and Phone: N/A  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone: N/A  
Drone: No Drone Operator:  
If no Drone Operator License, please explain:  
Use of any signs, banners, decorations, or special lighting: No N/A  
Crew/Cast Parking Type: Street  
If no parking, please explain:  
City, County, River or Private Park: Yes Name of Park and Location: Midland Valley Trail - It's a bike & walking/running path  
Portable Toilets: No Provider and Phone: N/A  
Equipment Setup: Date: Time: Equipment Pickup: Date: Time:  
Security/Police: Yes Contact and Phone: TPD Special Events Unit (918) 586-6054  
Medical/First Aid Services: No Contact and Phone: N/A  
Fire Department: No Contact and Phone: N/A

**Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event:  
We will have trash cans and trash bags in our trailer  
Number of Trash Receptacles: 1 Number of Dumpsters: 0 Number of Recycling Containers: 0  
Presented Event Concept to: Residents, Other Entities  
If not present, please explain: N/A  
If Other Entities, Please Explain: Tulsa Film Office

***Affidavit of Applicant***

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I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

**Initials:**     JH

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**For City of Tulsa Special Events Committee Use Only**

Date received: 04/20/2026      Date routed: 04/23/2026      Date for review: 04/29/2026

Special Events Committee Recommendation: \_\_\_\_\_      Yes     No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation:    Yes     No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval:      Yes     No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 05/06/2026.

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Tulsa Office of Film, Music, Arts & Culture  
*A division of Tulsa Regional Tourism*  
One West Third Street  
Tulsa, Oklahoma 74103

April 17, 2026

RE: *Travel w/ Care - INCOG* Letter of Support

To Whom It May Concern:

Please accept this letter of support for **Retrospec Films** as they film in Tulsa for the **Commercial, Travel w/ Care - INCOG**. The production has been in contact with the Tulsa Office of Film, Music, Arts & Culture (Tulsa FMAC), the film commission for the Tulsa region, and has submitted all necessary information to our office regarding this project.

**Travel w/ Care - INCOG** will film in Tulsa **May 4, 2026**, at the following locations (locations secured by production):

- Filming on a cross walk in Tulsa, near the gathering place and the bike path, close to 21st & Boston

Please let Tulsa FMAC know if there are any questions or concerns. Thank you for your ongoing support and commitment to making Tulsa a thriving hub for creativity and filmmaking.

Sincerely,



**Meg Gould, Executive Director**  
Tulsa Office of Film, Music, Arts & Culture Team  
TulsaFMAC.com | VisitTulsa.com | meggould@visittulsa.com

\*Key production contacts listed on the following page

**Key Production Company Details and Contacts:**

Production Company

Retrospec Films

(918) 804-1363, [www.retrospecfilms.com](http://www.retrospecfilms.com)

Production Manager/ Location Manager/On-Site Contact

Jessica Hightower

(918) 804-1363, [jessica@retrospecfilms.com](mailto:jessica@retrospecfilms.com)