

This is a template for Filming Notification. It is based on a real Filming Notification used by a Toronto based production company.

Replace all italicized information with your own, remove any information not relevant to your production e.g. if not using a generator, remove that portion of this letter. Upon completion delete any remaining italicized writing – including this instruction.

Production Company Name
Company Address
Address line 2
Company telephone number

COMMUNITY NOTIFICATION OF FILMING

DATE

Dear neighbours of (Organization),

Please take a moment to read this notice regarding the making of (title of film),
at (name of location), on (list day, month, year).

(Production Company name) would like to take this opportunity to provide you with some information about the upcoming filming.

Filming is scheduled to start at (time e.g. 6:00am), each day and finish by (time e.g. 8:00pm), each evening. All of our scenes will take place outdoors at (name of location).

Over the course of this filming, some production vehicles will be located in the neighbourhood, however we will take caution to not impede on access to walkways, driveways, or thoroughfares:

- the majority of our vehicles will be parked at (name parking area e.g. church parking lot you've made arrangements with). Some vehicles will be parked on (name of street).

This shoot will feature the following specialty production equipment:

- generator to power our equipment (remove this line if not using a generator)
- various lights

This film shoot *will (or will not)* include filming outside after dark.

COMMUNITY NOTIFICATION OF FILMING

I would also like to advise you of the following details related to the shoot:

- throughout our film dates we will be conducting short traffic stoppages on _____ *(name of road)* _____
- on _____ *(insert date)* _____ we will be filming a scene using replica guns

The production company will be undertaking the following preventative efforts to minimize any disruption to the neighbourhood caused by this film shoot:

- we have notified all businesses and residents in the area, notified the police and obtained permission to use replica guns, a paid duty officer will be on set when the replica guns are in use

If you have any questions concerning this film shoot or the information provided in this community notice, please contact me at:

Assistant Location Manager - _____ *(name and cell phone number)* _____

While the film shoot in in your neighbourhood please feel free to speak with the location manager or their assistant who will be on set:

Location Manager - _____ *(name and cell phone number)* _____

Assistant Location Manager - _____ *(name and cell phone number)* _____

I

Thank you for your patience and cooperation.

Sincerely,
(Name of person who wrote this letter – location manager or assistant)
(Title of person who wrote this letter)
(Name of production company)