

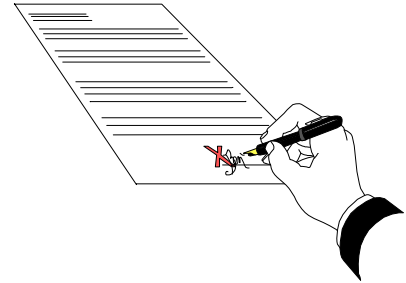
2.3 Letters of Notification

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe what the location filming activity entails.

Note:

Location filming permits cover parking for production vehicles only, not crew vehicles.

Letters of notification must be forwarded to the TFTO for review and approval before the letter is delivered by film company personnel to the neighbourhood(s) where filming is proposed to take place. TFTO staff will review letters to ensure that variances to the guidelines are clearly stated. Please fax or e-mail letters to TFTO staff at 416-392-0675 or filmtoronto@toronto.ca (always indicate project title in subject line)



Letters must be received by the resident in advance of filming to provide area residents and businesses a chance to respond if they want to.

Please use the following checklist to ensure that your letter includes all relevant details:

- Letter is on film company letterhead.
- Film Company, title and type of production are identified.
- Name and phone number of production manager and location manager are provided.
- Telephone number of the TFTO 416-338-FILM (3456) is provided. DO NOT refer to individual staff of the TFTO.
- Duration of filming is given (i.e. 1 day, 2 consecutive days, recurring location for [x] # of days over [x] # of months).
- Date(s) and time of day that coning and/or production vehicles will arrive at the location, as well as wrap time and day have been included.
- Street dressing, gunfire or special effects have been detailed.
- Proposed parking locations of production unit, including street name/side of street/parameters are clearly stated.
- Specifics regarding proposed alternate parking arrangements for permit parkers have been included. It is up to the film company to find alternative parking arrangements suitable to the residents.
- If applicable, the letter should identify that the film company is requesting an exemption to a particular guideline. E.g. if a residential city block has been used twice in one calendar year, the letter should state that the film company is requesting an exemption to guideline number six "Limitations" and that the film company will canvass the neighbourhood for signed / verbal permission to obtain a variance.
- A copy of the code of conduct for cast and crew must be attached with each letter
- Distribution of letters should be to residents/businesses on both sides of the street, within 1 block radius of film location or as otherwise instructed by TFTO staff.

Include the following in your letter:

To obtain further information regarding the guidelines for filming contact the Toronto Film & Television Office at 416-338-FILM (3456).