

Production Company Name/Show Title/Image inserted here with production phone numbers and email addresses

FILMING NOTIFICATION

Delivery Date: Date

Productions are to follow the COVID-19 Safety Guidelines for the Film and Television Industry in Ontario approved by the Ministry of Labour, Training and Skill Development. Information can be found <https://www.filmsafety.ca/wp-content/uploads/2020/06/S21-Film-Television-COVID19-Guidance-June.25.20.pdf>. Productions will also implement additional safety measures in coordination with the City of Toronto Film, Television and Digital Media Office safety guidelines www.toronto.ca/film.

To Residents & Businesses in the vicinity:

We will be filming **INTERIOR OR EXTERIOR** scenes at
LOCATION ADDRESS
DATE between the hours of **TIMES**
PREP: **DATE – TIMES** (remove if not applicable)
FILMING: **DATE – TIMES**
WRAP: **DATE – TIMES** (remove if not applicable)

Our production vehicles and various pieces of film equipment will be located on:

- North/East/west/south side street between street and street
- North/East/west/south side street between street and street
- North/East/west/south side street between street and street

We will begin reserving the above areas with cones on **DATE and TIME**, with vehicles arriving **DATE and TIME**, and departing **DATE and TIME**.

Displaced permit parkers affected by our filming activities are kindly asked to park in their driveways (if applicable), surrounding streets, nearby pay lots or (insert pre-arranged parking location here). On our filming day, please contact (insert name and phone number of LM or ALM) from the Locations Department. We will direct you to available parking and/or reimburse your parking receipt.

All of our filming & related activities are undertaken under the authority & approval of the City of Toronto Film, Television and Digital Media Office. ANY INTERMITTENT TRAFFIC STOPPAGES/CONTROL will be conducted under the safe supervision of the Toronto Police Service.

On behalf of the production, we thank you for supporting Toronto's vibrant film industry. Questions? Please contact our production office, or the City of Toronto Film, Television and Digital Media Office at filmtoronto@toronto.ca or 416-338-FILM.

You can find the Filming Guidelines and the Code of Conduct for Cast & Crew at www.toronto.ca/film under the "Plan Your Shoot" section.

First Name, Last Name
Location Manager
Phone number

First Name, Last Name
Assistant Location Manager
Phone number

