

Production Company
123 Any Street, Toronto, ON A1B 2C3
Tel: 416-555-1234 Email address

REOCCURRING FILMING NOTIFICATION

Delivery Date: day, month, year

To Residents & Businesses in the vicinity:

We will be filming **REOCCURRING INTERIOR OR EXTERIOR** scenes at:

LOCATION ADDRESS

Periodically over the course of our season, from **DATE to DATE** (on approximately **#** occasions)

Our first visit will be on the following days:

DATES between the hours of **TIMES**

PREP: DATE – TIMES (delete if not applicable)

WRAP: DATE – TIMES (delete if not applicable)

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

- North side Wellington St W between Simcoe St and John St
- North side Clarence Square between Wellington St W and Spadina Ave
- South side Front St between Spadina Ave and Portland St

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 our filming and related activities are undertaken under the authority and 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