

Elgin County Filming Notification Letter Guidelines

Submit the completed template on page 2 with the Film Permit Application.

(please use only the template on page 2)

Notification Package

- Double sided paper:
 - o Front: Notification letter
 - o Back: Film Code of Conduct for Elgin County

Format

- Length: No more than 1-page standard letter (8.5" x 11")
- Page Font: sans-serif font, larger if possible for accessibility

Delivery Date

Discuss timelines for distribution with the local Municipality. FIVE (5) business days in advance of first coning is standard.

Delivery Area(s)

Distribute Notification Package to all residents and businesses including, but not limited to, the following:

- one (1) block of areas affected by filming
- both sides of the street
- downstream on affected one way streets
- Local Business Improvement Area (BIA) when filming occurs in the BIA.
- all other areas identified by the Municipality or County (e.g. areas impacted by effects of unusual noise levels)

Letter Components

Replace/update all text inside the [brackets].

- header that includes a logo of the production company (if available), plus contact information with: the project name, production company name, office address, general phone number, and general email address
- health and safety information including link/statement about production/studio guidelines
- dates and start/finish times of prep, filming, and wrap activities
- intermittent traffic stoppages/controls and closures
- production vehicle and film equipment parking and location(s)
- parking
- special effects, drone/UAV, and exterior set dressing
- information about Municipality and County support
- instructions to contact the production with specific questions
- contact information including name, title, and phone of Location Managers and Assistant Location Managers

****** FILMING NOTIFICATION ******

Delivery Date: [date]

To Residents and Businesses in the vicinity:

We will be filming [INTERIOR] and [EXTERIOR] scenes at [ADDRESS]
PREP: [DATES] between the hours of [TIME] and [TIME]
FILMING: [DATES] between the hours of [TIME] and [TIME]
WRAP: [DATES] between the hours of [TIME] and [TIME]

Traffic and Closures: We will be conducting the following intermittent traffic stoppages/controls and closures:

- Intermittent Traffic Stoppage: [Street] between [Street] and [Street], daily from [time to time] on [dates]
- Road Closure: [Street] between [Street] and [Street], daily from [time to time] on [dates]
- Intermittent Sidewalk Closure: [Street] between [Street] and [Street], daily from [time to time] on [dates]

Equipment: Our vehicles and film equipment will be located on:

- [north / south / west / east] side of [Street Name] between [Street Name] and [Street Name]
- [north / south / west / east] side of [Street Name] between [Street Name] and [Street Name]
- [north / south / west / east] side of [Street Name] between [Street Name] and [Street Name]

Parking: The above areas will be reserved with cones on [date] at [time]. Vehicles will arrive on [date] at [time] and depart by [date] at [time]. Residents and businesses displaced by parking can ask any crew member to speak to the Location Manager or Assistant Location manager noted at the bottom of this letter.

Special Effects: Our production will involve the use of [describe special effects and pyrotechnics and anticipated noise and drones/UAV]. The exterior setting will be dressed to [describe changes / dressings to exterior of location].

Health and Safety: Our production follows the COVID-19 Safety Guidelines for the Film and Television Industry in Ontario approved by the Ministry of Labour, Training, and Skill Development of Ontario. Information can be found at <https://www.filmsafety.ca/film-tv-guidelines/>. We will also comply with all health and safety protocols as directed by the Province of Ontario, the Local Municipality, Elgin County, and the Southwestern Public Health Unit. For information on our production's health and safety standards, please visit [website] or contact [phone/email].

Municipality/County Support: Our filming and related activities on public property have been reviewed and approved by the Local Municipality and the Elgin County Economic Development and Tourism Department.

Questions and Contact: Thank you for supporting the Elgin County film industry. If you have specific questions about this production, contact the Location Manager or Assistant Location manager noted at the bottom of this letter.

General Information: On the back you will find the Code of Conduct for Film and Television Cast and Crew.

[first and last name]
Location Manager
[direct telephone number]

[first and last name]
Assistant Location Manager
[direct telephone number]