# **INSERT PRODUCTION COMPANY INFORMATION**

# **LOGO**

**PRODUCTION COMPANY NAME/TITLE**

**PHONE NUMBERS/EMAILS**

# **Filming Notification**

## **To property/business owners, residents, and occupants in the vicinity of INSERT ADDRESS/LOCATION DETAILS:**

Please be advised that a film project will take place in your immediate area:

Starting: **INSERT START DATE/TIME**

Ending: **INSERT END DATE/TIME**

The filming of this project will include:

* **LIST RELEVANT ACTIVITIES SUCH AS:**
	+ **TEMPORARY ROAD CLOSURES**
	+ **TRAFFIC INTERRUPTIONS**
	+ **PARKING REQUIREMENTS**
	+ **ALTERATIONS TO THE NEIGHBOURHOOD**
	+ **CONTROLLED SPECIAL EFFECTS**
	+ **CUSTOMED CASTS, PROPS, LIGHTING, SOUND, GENERATORS, ETC.**

**INSERT PRODUCTION COMPANY NAME** has been working with the Town of Orangeville to manage this project and to minimize disruption while filming in your community. We have obtained a ‘Film Production Permit’ from the Town and fulfilled all requirements of the relevant By-Laws.

We appreciate your support and co-operation. We welcome you to observe filming from a safe distance without compromising the set.

With questions or for further information, please contact:

**INSERT CONTACT TITLES/INFORMATION FOR AT LEAST CONTACTS**

**NAME** **NAME**

Location Manager Assistant Location Manager **PHONE NUMBER PHONE NUMBER**

**EMAIL EMAIL**

On behalf of the production, we thank you for supporting Ontario's film industry and Orangeville’s creative sector.