**APPENDIX C: SAMPLE FILM NOTIFICATION TO RESIDENTS/BUSINESSES**

**Place your logo and**

**company information here**

**FILMING NOTIFICATION**

Dear Property Owner,

Please be advised that filming in your immediate area will occur from **(insert date and time)** to **(insert date and time).**

Production crews will be operating directly from **(insert address and/or location description)** during this period; however, parking of Production vehicles will be (**insert details about parking set up).**

These scenes will include **(indicate appropriate activity details e.g. temporary road closure, intermittent traffic interruptions performed by Paid Duty Police Officers, any alterations to the neighbourhood, costumed cast and props, exterior lighting required and if any special effects will be present).**

**(Insert Production Company Name)** has been working with the City of North Bay in order to obtain necessary permits and wanted to notify businesses and residents in advance in order to minimize disruption while filming in the community. We appreciate your support and welcome you to observe filming from a safe distance without compromising the set.

Thank you in advance for your cooperation and understanding.

For further information please contact:

**(Insert Location Manager and Assistant Location Manager name, phone number and email address)**

*Should you have any questions about filming in the City of North Bay, please contact the Economic Development Department at 705-474-0626 ext.2318 or via email at* [*filming@northbay.ca*](mailto:filming@northbay.ca)