

(Company Letterhead)

FILMING NOTIFICATION

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 at the [Resources to prevent COVID-19 in the workplace page of the Ministry of Labour's website](#). Productions will also implement additional safety measures as recommended by Ottawa Public Health.

<p>We will be filming (INTERIOR OR EXTERIOR) scenes at</p> <p>(LOCATION ADDRESS)</p> <p>(DATE) between the hours of (TIMES)</p> <p>PREP: (DATE – TIMES if applicable) FILMING: (DATE – TIMES) WRAP: (DATE – TIMES if applicable)</p> <p>Description of scenes: (Describe the scene to be filmed and specific equipment/set dressing/props to be used)</p>

Impact on Parking:

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

- **(North/East/west/south side street)** between **(street)** and **(street)**
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- **(North/East/west/south side street)** between **(street)** and **(street)**

These vehicles will arrive at **(Time)** on **(Date)** and leave at **(Time)** on **(Date)**. *(If you will be coming and going please indicate intermittent parking and approximate dates/time of your presence)*

Impact on regular traffic and pedestrians:

(Include details about full and intermittent closures of streets and/or sidewalks, equipment, cast and crew that will be on the street and/or sidewalks, and any vehicles that will be escorted, drive above/below the speed limit, be pulling trailers etc. If Police/Fire/other will be on site please include this information)

CONTACTS

For detailed questions about the proposed filming, please contact:

LM at lm@email.com, or xxx-xxx-xxxx

Any questions regarding filming in general, please contact

The City of Ottawa Event Central office at Tel: 613-580-2424 ext. 38368 E-mail: film@ottawa.ca

You can find **The City of Ottawa Filming Guidelines** and the **Code of Conduct for Cast & Crew** at [Ottawa.ca/filming](https://ottawa.ca/filming).

On behalf of the production, we thank you for supporting Ottawa's vibrant film industry.

Sincerely,

(Location Manager Name)

(Production Company Name)