

## APPENDIX E: Sample Filming Notification Letter to Businesses/Residents

**\*Submit notification letters to [Film@GreaterSudbury.ca](mailto:Film@GreaterSudbury.ca) at time of Film Permit Application (4 or more business days prior to filming) for approval.**

(Insert your logo and company information here)

### FILMING NOTIFICATION

Dear Property Owner,

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

Production crews will be operating at film location *(insert address and/or location description)* during this period.

The filming of this production will include: *(insert appropriate activities and descriptions as appropriate)*

- ✓ Temporary street closures
- ✓ Intermittent traffic interruptions
- ✓ Parked production crew vehicles
- ✓ Alterations to the neighbourhood
- ✓ Costumed cast and props
- ✓ Controlled special effects including: *(insert nature of special effect i.e. explosion)*

Thank you in advance for your cooperation and understanding. *(Insert production company name)* has been working with the City of Greater Sudbury in order to minimize disruption while filming in the community. Please see the Cast & Crew Conduct expectations on the reverse of this letter.

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

For further information please contact:

*(Insert Production Crew contact name and phone number/e-mail address)*

Or

Emily Trottier, Business Development Officer & Film Liaison, City of Greater Sudbury  
At 705-674-4455 ext 4429 or [Film@GreaterSudbury.ca](mailto:Film@GreaterSudbury.ca)

*Ce document est disponible en français sur demande.*

Cc: Greater Sudbury Development Corporation