

## Guidelines for Letters of Notification – Filming

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe the details of the filming. Letters must be delivered to the residents in advance of filming to provide area residents and businesses a chance to respond if they want. A copy of all notification letters must be on file with the Mississauga Film & Television Office.

Please use the following checklist to ensure that your letter includes all the relevant details:

- Letter is on film company letterhead and dated (date of distribution)
- Film company, title and type of production are identified
- Name and phone number of location manager are provided
- Include the following: *To obtain further information regarding the guidelines for filming in Mississauga, contact the Mississauga Film & Television Office at 905-615-3200 ext. 4114 or [film.office@mississauga.ca](mailto:film.office@mississauga.ca)*
- Duration of filming is given. Ex. 1 day, 2 consecutive days, recurring location for (X) # of days over (X) # of months, etc.
- Date(s) and time of day that coning and/or production vehicles will arrive at the location as well as wrap time and day
- Details of street dressing, gunfire or special effects
- Proposed parking locations of production unit, including street name/side of street/parameters are clearly stated.
- Indicate if there will be any Traffic Stoppages and/or Travelling Shots
- Contact information for Mississauga Parking Enforcement: *Dial 3-1-1 (Monday to Friday from 7:00 a.m. to 7:00 p.m.). After hours, from 7:00 p.m. to 7:00 a.m. and on weekends and holidays, please call 905-615-3000*
- If applicable, identify that the film company is requesting an exemption to a particular guideline. Ex. If a residential city block has been used twice in one calendar year, the letter should state that the film company is requesting an exemption for that reason and that the film company will canvass the neighbourhood for signed permission to obtain a variance.