

# Filming Notification Letter

**NOTE: A Filming Notification letter is required for all locations.** The Film Team will use the letter to inform City departments, Councilor offices, emergency services and Community Associations of filming activities in their area.

**Distribution date:**

The date the filming notification letter will be distributed to the community (minimum 2 business days prior to filming activities).

Hello,

There is going to be filming in the neighborhood and this letter is to inform you about upcoming activities in the community.

Our production has worked with The City of Calgary to obtain necessary permits and will minimize disruption as much as possible. We appreciate the opportunity to film in this community.

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**Filming date(s) and time(s) (am/pm):**

- List all dates and times filming will occur at this location.

**Location(s) & address(s):**

- Type the address in a format that will be easy to find on Google maps and include a common name if applicable.

**Information about filming activities & impacts to the community:**

- Give information that'll help people understand the scope of filming and any activities that could impact their day such as:
  - Location of filming (indoors, outdoors)
  - Impacts to access (sidewalks, roads, buildings, etc.)
  - Size of cast and crew
  - After hours filming and noise exemptions
  - Use of special effects, prop weapons, lighting, etc.
  - Large equipment or drones
  - Emergency services presence

If you require more information, please reach out to:

**Production Company:**

**Location Manager:**

**Phone / e-mail:**

Provide a contact that will be available to answer questions before and during filming.

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**Map of filming area:**

Provide a clearly marked map from Google (default or satellite view) with all filming activities clearly marked. Use a second page if needed.

# Filming Notification Letter

## Example Letter

**Distribution date:** 01/01/2026

Hello,

There is going to be filming in the neighborhood and this letter is to inform you about upcoming activities in the community. Our production has worked with The City of Calgary to obtain necessary permits and will minimize disruption as much as possible. We appreciate the opportunity to film in this community.

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**Filming date(s) and time(s) (am/pm):**

- January 12, 2026; 9:00am – 11:59pm

**Location(s) & address(s):**

- Canyon Meadows Aquatic & Fitness Centre – 89 Canova Rd SW

**Information about filming activities & impacts to the community:**

- Filming on the athletic field
- Parking will be restricted along the north side of Canova Rd SW from 8:00am January 12 to 1:00am January 13
- Noise will be kept to a minimum after 9:00pm

If you require more information, please reach out to:

**Production Company:** Example Productions Inc

**Location Manager:** Jane Doe

**Phone / e-mail:** jane.doe@exampleproductions.com

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**Map of filming area:**