[Municipal]

Filming Checklist

For internal office use

Film Liaison _____ **Date:** _____

Production Company: _____

Filming Dates: _____

1. INITIAL REVIEW

- ☐ Intake form completed and reviewed
- ☐ Locations identified
- ☐ Production contact confirmed
- ☐ Request support identified

2. COMMUNITY

- ☐ Resident/business impacts reviewed
- ☐ Traffic and parking considerations reviewed
- ☐ Community notifications considered
- ☐ Scheduling conflicts identified

3. ADMINISTRATION

- ☐ Permit or approval required
- ☐ Insurance required
- ☐ Agreement required
- ☐ Fees

4. COORDINATION

- ☐ Public Works Consulted
- ☐ Emergency Services consulted (if required)
- ☐ Council or administrative notified
- ☐ Municipal point of contact confirmed

5. BEFORE FILMING

- ☐ Details confirmed
- ☐ Documentation received
- ☐ Notifications provided

6. AFTER FILMING

- ☐ Site Restored
- ☐ Issues resolved

FILM LIAISON REMINDERS

- ✓ Respond promptly
- ✓ Communicate clearly
- ✓ Help productions understand local requirements
- ✓ Raise concerns early

Reminder: Being film-friendly does not mean saying "yes" to every request. It means helping productions understand what is possible in your community.

PRODUCTION TIMELINES

Film productions often operate on compressed schedules.

A quick acknowledgement, even before a full decision is available, can help a production continue their planning.

COMMON DOCUMENTS

- ✓ Insurance Certificate
- ✓ Location Agreement
- ✓ Facility Rental Agreement
- ✓ Municipal Permit or Approval
- ✓ Community Notification

Need Help?

Creative Saskatchewan is here to support you through the film process.

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