

## Mississauga Film Office Signature/Release Form Process

1. LMs are advised of the need for signatures/releases by the Film Office; Film Office will provide a map for the collection of those signatures, once application is received.
2. LMs/Sig person (as decided, to be called production representative) to have a draft of the Release Form that the coordinator must review prior to distribution. (Making sure the 24 hour date/time is stated and contact info is there)
3. Production representative is to always wear hi-viz clothing, and a mask. This is to be provided by Production.
4. While delivering the Release Form, production representative is to take a photo with their phone of the form in the mailbox and a photo of the home that includes the address. These photos are to be kept on file for proof of delivery.
  - Please be sure that photographs show the letter visibly sticking out of its location so that residents/proof pictures can easily identify that a notice has been left
  - Homes that do not have a mailbox/house #, letters should be placed in a secured but accessible location that clearly indicates a letter has been left, shows a house number, and otherwise does not damage property.
5. Production representative is to collect via email and/or phone call any objections from residents. As per the release form, an objection by one adult resident at an address will be assumed to represent the views of all persons at the address. **Residents must also note their street address when registering their objection.**
6. Production representative is to map those objections, using an "E" for email and "P" for phone call.
7. Production representative is to keep records of all phone calls received and file away all emails received.
8. Production representative/LM to then send mapped addresses and records of all objections (both emails and documentation of phone calls) to film permit coordinator for review.
9. Complaints concerning not receiving a release notice can be solved with the picture taken of the household on file (process #4).