



COMMERCIAL FILMING CHECKLIST

Village of Lisle

Prior to Start of Filming

- Complete Commercial Filming Application (a minimum of 10 days prior to commencement of filming).

- Coordinate with Village staff for the use of Village property (any street, right-of-way, public building, equipment, etc.).

- Acquire all traffic protection devices (signs, barricades, etc.). These must be acquired by the permit holder.

- Distribute leaflets or door hangers to neighborhood/business districts within a 250 ft. radius of filming location 24-hours prior to filming. Contact Village staff for help determining addresses in radius.

- Obtain approved filming permit and have on location during all filming activities.

During Filming

- Schedule Lisle Police Department personnel as needed.

For help regarding any of the above steps, contact Matt Havlik, Assistant to the Village Manager, at (630) 271-4145 or mhavlik@villageoflisle.org.