



PUBLIC SAFETY MEETING AGENDA TOWNSHIP OF MAPLEWOOD

Attendees: Film Production Representative(s), Township Clerk's Office, Police Department (and Fire Department, if necessary)

Introductions

- All parties briefly state their name and role.

Review of Prior Correspondence

- Recap of relevant emails, approvals, prior discussions, and any outstanding questions or concerns.

Review of Letter of Intent

- Overview of filming scope, including:
 1. Locations
 2. Dates and times
 - Prep, filming, and wrap days
 - Confirmation if a filming waiver is needed/has been confirmed
 3. Type of scenes
 4. Number of personnel and equipment
 5. Any special considerations (e.g., stunts, drone use)

Aerial Map & Logistics Review

- Identify:
 - Parking/staging areas for trucks and equipment
 - Generator placement
 - Traffic detours or closures
 - Filming Zones
 - Pedestrian/crowd control zones

Police Department Assessment

- Based on the above, the PD will outline:
 - Required number of officers and shifts
 - Specific intersections or locations needing control

- Any concerns related to public safety, crowd management, or compliance with township ordinances

(Optional) **Fire Department**

- Only if stunts, fire hydrant usage, potentially hazardous conditions, or emergency access issues are involved.

Final Review

- Additional Questions from Production
- Confirmation certificate of insurance received
- Confirmation that notification letters and letters of consent have been sent and received
- Review of Fees
- Confirmation of Permit Requirements & Next Steps
- Timeline for Final Approvals / Issuance
- Point-of-Contact Confirmation (name, phone, email for all key parties)
- Emergency Contact Procedures (after-hours issues, on-set emergencies)