

FILMING NOTIFICATION SHEET

(Production Company Name)

(Address, City, State, Zip)

(Date of notice)

Dear Neighbors:

This letter is to inform you that on _____,
(date and time)

_____ will be filming scenes at
(production company)

_____ from approximately
(location)

_____ to _____.
(start time) (finish time)

(PLEASE CHECK ONE)

Filming will have no impact to parking on public street.

In order to facilitate filming, we will need to reserve parking for our production vehicles and equipment. The following street(s) will be posted with **NO PARKING/TOW ZONE** signs on the following date(s) and time(s).

Street(s): _____

Date(s): _____ Time(s): _____.

If you have particular concerns regarding parking (scheduled deliveries, construction, accessibility needs, etc.) that must be addressed, please call the location manager:

_____ at _____.
(location manager name) (location manager phone number)

Your cooperation and contribution will help to make this location shoot a success. We are working with the City of Duarte to ensure a safe and positive filming experience. We appreciate your support in the city's efforts to support filmmaking in Duarte.

Thank you in advance for your understanding and cooperation.

(location manager signature)