

SAMPLE

[*production company letterhead*]

[*date*]

Dear _____:

On behalf of [*production company*], we are providing advance notice that a [*commercial, tv special/series, movie-of-the-week, feature film*] called [*title*] will be shooting in this neighbourhood from [*dates*]. We will be working at [*address*]. The shoot will begin at [*time*] and end at [*time*] each day.

During production times, you can expect:

[*list in point form details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking*]

The production company has all the necessary permits for this film shoot. Please note that the public [*is, is not*] permitted to visit the location during filming.

The producers and municipal government recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted.

Thank you. Your cooperation will help make this location shoot a success, and help to encourage more producers to visit [*community name*] in support of British Columbia's billion-dollar production industry.

If you have any questions or concerns about this location shoot, please contact me at [*phone number*]. During the shoot, you can also talk to [*on-site contact's name*] who will be on the set. If you have further questions about filming in [*name community*] or specific concerns about this location shoot, you can contact the municipal film office at [*phone number*].

For general information about filming in British Columbia, or to comment on ongoing production in British Columbia contact the British Columbia Film Commission at 604-660-2732, or visit their website at www.bcfilmcommission.com.

Yours truly,

[*your name*] [*production company*] [*your contact information*](First Last