

# Example of Neighbourhood Notification Letter

On letterhead

Date the letter

Opening should be an invitation to read on, not an announcement of your arrival.

Identify address of location, dates, and company information.

**Location address and filming dates should be bolded.**

Forewarn of impacts:

- Scenes are indoors or outdoors or both
- Describe exterior scenes
- Lighting
- Traffic control
- Noise
- Stunts
- Special effects

Outline all parking arrangements (including off-street parking) and restrictions clearly.

Contact information:

- Location manager
- On-set locations rep.
- Film Office
- BC Film Commission must be included.

It would be helpful to put a LM and/or ALM cell number on the letter as well.

Do not claim to have the endorsement of the City of Vancouver.

“Thank you” is a must.

The location manager should sign letter, even if someone else has prepared the draft.

Production Company Letterhead

Date

Dear Neighbours of *(location address)*

Please take a moment to read this notice about the filming of the production *(film's title)*, at *(location address)*, on *(day/dates of filming)*. *(production company name)* would like to provide information to help you prepare for our arrival and anticipate how our activity might affect your daily routine.

Most of our scenes will take place inside *(location address)*, however after dark, we will film some scenes that will take place in the front yard and on Elm Street. In this scene a character pulls her car up to the curb in front of the house, walks across the lawn, and enters the house.

There will be a very bright light positioned on a mechanical lift raised to approximately 80' at the northwest corner of Alder St. and Elm St. This will make the area much brighter than usual, but will not be directed into any houses. Members of the Vancouver Police Department will be on hand to assist with brief traffic stoppages. Residents and local deliveries will take priority, please identify yourself to an officer for access.

In order to minimize the disruption to your neighbourhood, the majority of our vehicles will be parked in a lot located at *(parking lot address)*. However, in order to accommodate our essential vehicles and to ensure continuity of picture, the City of Vancouver will post temporary no stopping signs for the following areas and times:

**Monday, January 12 from 7:00 am to Tuesday, January 13 at 11:00 pm**

- West side of 1900 Alder St. from W 3<sup>rd</sup> Ave. to W 4<sup>th</sup> Ave.
- East side of 2000 Snow St. from W 4<sup>th</sup> Ave. to the lane south

**Tuesday, January 13, from 12:00 noon to 8:00 pm**

- North side of 1000 Elm St. from the east property line of 1234 Elm St. to Alder St.

We emphasize that changes to parking are temporary and appreciate your cooperation in using alternative parking during this time. Should you require parking or access within the restricted area or if you have any questions or concerns, please contact me at our production office at *(phone number)*.

While we are in your neighbourhood you can also talk to *(assistant or location manager name)*, who will be on set. General information about filming in Vancouver is available through the City's Film Office at 604-873-7337 or from the BC Film Commission, at 604-660-2732.

Thank you for your patience and cooperation during our work.

Sincerely,

*(Location manager name)*  
*(Production company name)*