PORT MOODY
CITY OF THE ARTS

100 Newport Drive, P.O. Box 36, Port Moody, B.C., V3H 3E1, Canada
Tel 604.469.4500 Fax 604.469.4550
www.portmoody.ca

Resident Letter - Example

(production company letterhead)

(date)

Dear Neighbours of (street location),

Please take a moment to read this notice about the filming of the TV Series "(film title)" late at night on (street address) between (street name) and (street name) on (day/date) between (time) and (time). We would like to provide you with some information that will help you prepare for our arrival and anticipate how our presence may affect your daily routine.

The following is an outline of our proposed filming dates, times and significant action:

(day/date)
Our vehicles and crew will arrive in your neighbourhood after (time) and we anticipate parking our essential vehicles off the street in private lots.

(time) to (time)	Setting up
(time) to (time)	Filming various quiet dialogue scenes along the sidewalk and scenes of cars arriving and leaving the scene
(time) to (time)	Crew packing up and leaving the area

There will be lights positioned on mechanical lifts approximately 60 feet in the air directed at (specific detail) of (street address). These lights will make the area brighter than usual, but will not be directed at any residential areas.

In order to accomplish our work safely, Port Moody Police will be on hand to conduct intermittent traffic control along (street name) between (street name) and (street name). Stoppages will generally be three minutes at a time. In some scenes, guns will be visible but there will be no simulated gunfire or other loud special effects associated with our work.

Should you have any questions or concerns about how this filming might affect you, please do not hesitate to contact me (telephone/cell number). Information regarding filming in the City of Port Moody can be obtained through Devin Jain at 604.469.4689 or via email at djain@portmoody.ca. You may also call Devin Jain's cell at 604.617.6319 if you have any concerns about this filming. Information regarding filming in the Lower Mainland is available through the Manager of Community Affairs at the BC Film Commission at 604.660.2732.

Sincerely,

(name)
Location Manager
(production company name)