

# Polling Letter - Example

(production company letterhead)

(date)

Dear Neighbours of (street location),

(production company name) has applied to the City of Port Moody to film scenes late at night on (street address) between (street name) and (street name) on (day/date) between (time) and (time). Normal curfew hours are 7am to 10pm. The City of Port Moody requires that we canvass the neighbourhood for support of these extensions.

Representatives, with production identification from our office will be coming door to door to ask you to indicate whether or not you support the extensions by signing a poll.

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, or will be unable to sign when we are polling in your neighbourhood, please call me at (telephone/cell #).

Sincerely,

(name)

Location Manager

(production company name)

We have received a copy of the letter from (production company name) dated (date).

By signing below, we are indicating whether we support the City of Port Moody granting an extension to the filming curfew on (day/date) until (time).

The scenes to be filmed will be quiet dialogue scenes and scenes of cars arriving and leaving the scene. There will also be traffic control on (street name) between (street name) and (street name).

We also understand that lights will be placed on mechanical lifts and that the area will be brighter than usual.

Business Address	Name (please print)	Signature	Phone (optional)	SUPPORT	Do NOT Support

1<sup>st</sup> Visit Date: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> Visit: Date: \_\_\_\_\_ Time: \_\_\_\_\_