Dear area neighbors and businesses,

[Introduction of yourself/role and the name of the production you are working on.
Explanation/Short Synopsis as allowed by the production company.]

We will be filming at [location] on [date] from approximately [start time] to [end time]. We will be filming [interior or exterior] scenes.

[Also describe when you are prepping a location and striking a location. Include dates and times with this as well.]

**Restricted Parking will be on the following streets:**
Prep Day – [Date]
• Description: [Example: West side of Montgomery Street between W Taylor St and W Wayne St]
Film Day – [Date]
• Description: [Example: West side of Montgomery Street between W Taylor St and W Wayne St]
Wrap Day – [Date]
• Description: [Example: West side of Montgomery Street between W Taylor St and W Wayne St]

Our crew will consist of [number of people] people. Explain [where the crew cars and base camp will be located. “Nearby on Private Property” is considered an acceptable explanation.]

(Closing paragraph comments, for example; please know that the production is a guest and that you will be mindful of surrounding businesses and residences.)

We are working with the Savannah Regional Film Commission (912-477-4159) and (Name of Corresponding Municipality) (phone number). If you have any questions or concerns, you can reach them both at the numbers listed above, Monday-Friday 8:30 AM – 5:00 PM.

Please call or email me at any time if you have any questions.

Thank you,

[PRINT NAME]
Location Manager
[Title of Production]
[PHONE NUMBER]
[EMAIL]