



## STUDENT FILMING NOTIFICATION LETTER

Hello,

My name is (*Name*) and I am a student at (*Name of School*). I will be filming scenes for a class project entitled ("*Name of Project*") in this area on (*Date(s) from (Start Time) to (End Time)*).

Our location is (*Address of Location*). The activity will involve (*Describe what they will see: "a man talking to a woman in the park" or "fake robbery"*) and (*List any parking, traffic, or other disruptions that will take place. If you will have a police officer on set, state that here. If there are no disruptions, put that "there should be no disruptions."*)

I am working with the City of Savannah Permitting Office and the Savannah Regional Film Commission. If you have any concerns, you can reach them both at:

**City of Savannah**  
**Special Events, Film & Tourism**  
Monday – Friday 8:00AM – 5:00PM  
912.351.3837

**Savannah Regional Film Commission**  
Monday – Friday 8:30AM – 5:00PM  
912.447.4159

If you have any questions or concerns, feel free to contact me at (*Phone Number*)

Sincerely,

(*Your Name*)

(*Phone Number*)