

# CRVD RESIDENT LETTER TEMPLATE

(INSERT)

Name of Film \_\_\_\_\_  
Name of Production Company \_\_\_\_\_  
Production Company Address \_\_\_\_\_  
Office Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Fax \_\_\_\_\_

Date of Letter Distribution \_\_\_\_\_

Dear Neighbours of \_\_\_\_\_ (insert location of filming)

\_\_\_\_\_ (Name of Production Company) will be filming scenes for the movie titled \_\_\_\_\_ (Film Title) on \_\_\_\_\_ (insert date). We would like to provide the following information regarding our estimated schedule and how it may affect your daily routine while we are filming.

**Date of Filming<sup>th</sup>:**

**0:00AM to 0:00AM**

- Filming crew will arrive in the area to begin preparing for the days filming.

**0:00AM to 0:00PM**

- Location of filming during this time frame and any driving that will occur

**0:00PM – 0:00PM**

- Filming in next location within the area as well as any lighting or stunts that will occur, any parking spaces that will be occupied, any traffic or pedestrian holds, any business that may be impacted.

**0:00PM – 0:00PM**

- The crew will load equipment into trucks and leave the area.

During our film day there will be (traffic holds, pedestrian holds and duration of, stunts, lighting, road closures etc.) in the neighbourhood for the safety and continuity of filming for up to \_\_\_\_\_ (insert duration) along \_\_\_\_\_ (street name) from \_\_\_\_\_ (cross street) to \_\_\_\_\_ (cross street).

Every effort will be made to ensure passage through the area in a timely manner. Our crew and mobile trailers will be parked at \_\_\_\_\_ (name location). To accommodate our essential work trucks and the continuity of filming the Municipality of \_\_\_\_\_ has given us permission to post temporary “No Parking” signs in the following areas:

**FREE PUBLIC PARKING WILL BE AVAILABLE AT \_\_\_\_\_ FROM 0:00AM UNTIL 0:00PM.**

Should you have any questions or concerns I can be reached on my cell phone at \_\_\_\_\_ (Location’s Managers Cell#). While filming is taking place you may also contact our onsite contact at \_\_\_\_\_ (Assistant Location’s Manager’s Cell #). Information regarding filming in the Cowichan Valley is available through Laura Jennifer Leppard at Film Cowichan at 250-732-1419.

Thank you for your support of the BC Film Industry on Vancouver Island.

Regards,

Location Manager Name  
“Film Title Name”  
Location Manager  
Location Manager Phone Number