

# TITLE OF PRODUCTION

(Date)

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**

- West side of Montgomery Street between W Taylor St and W Wayne St

**Film Day – Date**

- West side of Montgomery Street between W Taylor St and W Wayne St

**Wrap Day – Date**

- 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 should be mindful of surrounding businesses and residences.

We are working with the (“Municipality” Permitting Office) and the Savannah Regional Film Commission. If you have any concerns, you can reach them both at:

**Savannah Regional Film Commission**  
912-447-4159  
Monday – Friday 8:30AM – 5:00PM

**“Corresponding Permitting Office”**  
“Phone Number”  
“Hours of Operation”

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

Thank you,

Name

Location Manager

*Title of Production*

Phone Number

Email Address



[Corresponding Permitting Office Logo]

912.447.4159