

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

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

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

Sincerely,

(Your Name)

(Phone Number)