



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*

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

Film Day – *Date*

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

Wrap Day – *Date*

- 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 should be mindful of surrounding businesses and residences.

We are working with the Savannah Regional Film Commission (912-477-4159) and City of Savannah’s Office of Special Events, Film & Tourism (912-351-3837).

If you have any questions or concerns, you can reach them both at the numbers listed above, Monday-Friday 8:00 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