**DATE**

**Filming in your neighbourhood**

Dear Neighbour,

We will be in your neighbourhood filming a (**commercial, television series/special, independent film, feature film, etc.**).

The production company has worked with The City of Calgary to obtain necessary permits and will minimize disruption as much as possible while filming. We appreciate the opportunity to film in this community.

**Filming date(s) and location(s):**

**Day of week, month, date, year, time**

**Example:** Monday, February 12, 2024, from 8 a.m. - 8:30 p.m.

**Provide location and int/ext.:**

**Example:** Exterior of Renfrew Aquatic & Recreation Centre, 810 13 Avenue N.E., Calgary

**Here are some further details:**

* In bullet point form, outline all filming activities and impacts. Examples: restricted parking, police presence, special effects, intermittent traffic control, road closures, lighting use that may bother neighbours, etc.

**Map of filming location:**

If for any reason you need more information or would like to speak with the production’s Location Manager, please contact**location** **manager** **name** using the contact details in the signature below**.**  You may also contact 311 at any time (24 hours a day, 7 days a week) for information about filming in Calgary.

Thank you,  

**Full name**

**Title, Production company**

**Phone number**

**Email address**

**Web address**