

INSTRUCTIONS TO COMPLETE THE FILMING IN THE NEIGHBOURHOOD LETTER TEMPLATE

Overall:

- The “FILMING IN THE NEIGHBOURHOOD LETTER” is to help productions create awareness in the community about upcoming filming, the impacts community members may encounter and how to connect with Production staff to mitigate possible issues.
- Be sure to schedule your mail drop a minimum of 2 business days before filming dates and earlier in cases of holiday schedules.
- A letter is needed for all filming locations. A letter must be submitted to the Film Permit & Services Coordinator to receive your permits. The Coordinator will help confirm what homes & businesses should receive the letter and the coordinator will use it to inform City departments, Councillor offices and Community Associations help create awareness.

What to fill in:

- All areas in red in the template are to be filled in. Including:
 - Date & Time text boxes,
 - The information about filming section,
 - How this might impact the community section,
 - Map section,
 - Contact information.
- Maintaining this template’s format helps citizens recognize filming notices and build awareness.
- The template is flexible so you can add multiple date, time and map fields if you need.
- If you need to add a section that is not included in this template, use a simple writing style, and keep details clear and concise.

Tips:

- See instructions in green on page 2 and the completed letter on page 3 for examples and more help.
- Letters should be 1 page, double sided if needed.
- Consider if multiple letters should be sent instead of a long letter.
- If your filming dates occur across weeks or months, consider making multiple mail drops giving information closer to the date of impact.
- In the information about filming and impacts section, give information that helps people understand the scope of filming, activities occurring around them that might not be common in the community, and insight on the ways these activities may impact their day.
 - Examples:
 - Filming will be inside a house or business,
 - Filming will on the street and sidewalks will be closed,
 - Large or small crews will be in the area with production vehicles and trailers.
 - Street parking will be restricted, and citizen cars will need to be moved on these dates,
 - Road closures may impact your route or time to get places,
 - Police presence, special effects, intermittent traffic control may be present,
 - Information about noise and lighting use that may bother neighbours, etc.
- Maps Section
 - Use google maps default view to provide an easy to read map. You can also use satellite views to identify landmarks or specific community areas to provide greater clarity.
 - Draw clear lines on maps to specify areas of impact, parking restrictions or road closures.

BEFORE SENDING OUT TO COMMUNITY

- Double check spelling.
- Double check locations, maps, dates, and times for accuracy.
- Double check contact person’s information and their preferred contact method. Makes sure they are aware and ready to monitor and respond quickly.
- Remember to change red text default to black before sending complete drafts to the Film Permits & Services Coordinator and delivering in the community.

FILMING IN THE NEIGHBOURHOOD

Monday, October 7, 2024

Hello,

There is going to be filming in the neighbourhood and production has worked with The City of Calgary to obtain permits. We appreciate the opportunity to film in this community.

Filming date(s) and time(s):

Wednesday, October 9, 2024 to Monday, October 14, 2024

From 8:00 AM TO 10:00 PM daily

Location(s):

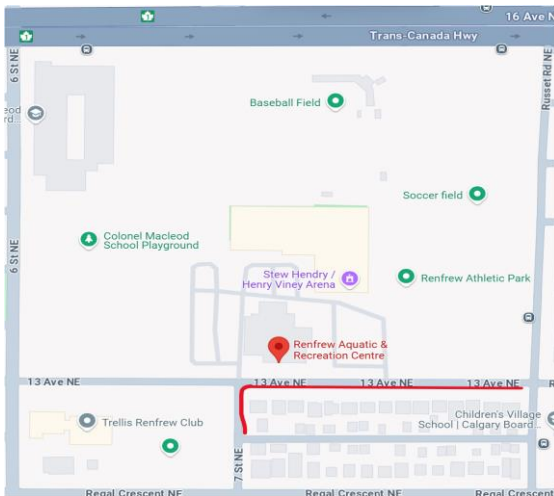
Renfrew Aquatic & Recreation Centre, 810 13 Avenue N.E., Calgary

Information about filming & impacts

Give information here that helps people understand the scope of filming, activities occurring around them that might not be common in the community, and ways these activities may impact their day.

- Filming will be inside a house or business,
- Filming will on the street and sidewalks will be closed,
- Large or small crews will be in the area with production vehicles and trailers.
- Street parking will be restricted, and citizen cars will need to be moved on these dates,
- Road closures may impact your route or time to get places,
- Police presence, special effects, intermittent traffic control may be present,
- Information about noise and lighting use that may bother neighbours, etc.

Map



Use default or satellite views. Draw clear red lines for specific areas. Ensure map images are clear and easy to read.

Option to delete this box or clarify a preferred contact method option that helps people connect quickly.

Need more information or like to speak with the production? Please reach out BY PHONE OR TEXT .

CASEY SMITH

LOCATION MANAGER

403 123 0011

CASEY@MOVIEOFTHEWEEK.COM

FILMING IN THE NEIGHBOURHOOD

Thursday, October 31, 2024

Hello,

There is going to be filming in the neighbourhood and this letter is to inform you about upcoming activities in the community. Our production has worked with The City of Calgary to obtain necessary permits and will minimize disruption as much as possible. We appreciate the opportunity to film in this community.

Filming date(s) and time(s):

Wednesday, November 6, 2024 to Friday, November 8, 2024

From 8:00 AM TO 8:00 PM daily

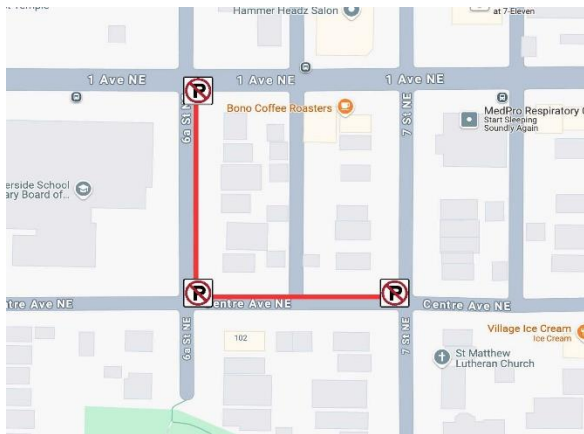
Location(s):

6A STREET NE, CALARY T2E 4A4

Information about filming and impacts to the community.

- Interior filming of a private residence.
- Restricted parking on the East side of 6A Street NE, between 1 Ave NE and Centre Ave NE.
- Restricted parking on the North side of Centre Ave NE, between 6A Street NE and 7 Street NE.
- Production trailers and vehicles will be parked in the community.
- Equipment will be staged near vehicles and in front lawn of the home.

Map



Need more information or like to speak with the production? Please reach out by text or phone.

Jane Smith

Location Manager

403 512 1234

jane@movieoftheweek.ca