

PLEASE INCLUDE COMPANY LOGO/LETTERHEAD

# FILMING NOTICE

(SAMPLE TEMPLATE)

Dear Residents & Business Owners:

(Production Company Name) will be filming scenes for the (series/movie/commercial) titled (Project Name) in your neighborhood on:

**Monday, January 1**

In order to park essential vehicles and equipment, streets in your area will be posted as a **NO PARKING/TOW ZONE** during the following dates/times:

**Monday, Jan 1 from 7:00am – 7:00pm**

**East side of LaSalle Street from Washington to Randolph**

(Please include details of street closures, alternative parking, and/or special effects)

If you have any questions, concerns or special needs, **PLEASE CONTACT:**

**Location Manager**

**(Name)**

**(Office Phone Number)**

**On-Site Coordinator**

**(Name)**

**(Cell Phone Number)**

Permits and traffic control, if required, are being coordinated by the Chicago Film Office and the Chicago Police Department. We will NOT block driveways, loading zones, fire hydrants, bus stops or disabled parking zones.

If you have any additional questions regarding this filming, you may also contact the **Chicago Film Office at 312-744-6415.**

We look forward to filming in your neighborhood and thank you for your cooperation.