**Filming in your Neighbourhood**

Dear Neighbour,

We will be in your neighbourhood filming [TITLE OF PROJECT & PRODUCTION COMPANY] on [DAY OF THE WEEK, MONTH, DAY, YEAR] between the hours of [FILM TIMES]. The project is about [DETAILS OF THE PROJECT].

[DETAILED DESCRIPTION OF SPECIFIC STREETS / AREAS AFFECTED AND WHAT TYPE OF WORK WILL BE HAPPENING].

[WHERE PRODUCTION VEHICLES ARE PERMITTED TO PARK INCLUDING ANY CLOSURES, DETOURS OR AFTER HOURS FILMING THAT MAY AFFECT THE AREA].

[INSERT MAP]

Thank you for your understanding, and if for any reason you need more information or would like to speak with our Location Manager, please contact [LOCATION MANAGER NAME] at [LOCATION MANAGER PHONE NUMBER] or [LOCATION MANAGER EMAIL].

Please contact 311 to receive 24 hours/7 days a week information and service. During regular business hours, if you have questions regarding filming in Calgary, please contact the Calgary Film Commission at film@calgaryeconomicdevelopment.com.

Thank you,

FULL NAME

TITLE

PHONE NUMBER

EMAIL ADDRESS

[OPTIONAL: COMPANY ADDRESS]

[OPTIONAL: COMPANY WEBSITE]