

Example: Successful Polling Request Notification Letter



Notice of Filming

February 5, 2022

Dear Neighbours of 133 Smith Road;

Based on the generally positive results of a poll conducted in your neighbourhood, the City of Kamloops has given permission to film scenes for the movie called "Love in the Loops" filming February 15 at 9:00 pm to February 16 at 1:00 am. Mountains Studio would like to provide some information that will help you prepare and anticipate how the productions presence may affect your daily routine.

The following is an outline of filming dates, times, and locations, as well as significant action:

February 15, 2022

8:00 am–7:00 pm

Crew and trucks will arrive and prepare the set for filming.

7:00 pm–9:00 pm

Final prep, with crew and actors coming and going from the neighbourhood.

9:00 pm–1:00 am

Filming begins with exterior party scenes at the front and back of the home, which will ensure the scenes with the most noise happen the earliest in the evening. There will be a firepit with a propane fire, occasional loud yelling, and talking. Once that is completed, we will shoot a scene with dialogue by the firepit.

1:00 am

Filming is complete; crew will move equipment back into trucks as quietly as possible.

February 16, 2022

Crew will return to the home at 133 Smith Road to finish wrapping the set and will remove the trucks, and all remaining equipment from the area.

To minimize disruption to your neighbourhood all our crew vehicles will be off site during filming, except the one we will need to pack our equipment into at night. However, to accommodate the large trucks required to stage the scene, the City of Kamloops will post temporary No Parking signs for the following dates and times:

February 15, 2022

8:00 am–7:00 pm

East side of Smith Road between the 100 and 200 blocks to 1st Avenue

February 16, 2022

9:00 am–1:00 pm

West side of Smith Road between the 100 and 200 blocks to 1st Avenue

During this time, only those with displaying a Resident Parking AND Disability Parking Permit will be permitted to park in the designated area. Changes in parking are temporary and the production appreciates your cooperation in using alternative parking. Please contact the production at the number below if you need access to residential street parking within the restricted area.

If you have any other questions or concerns, please contact the production at the number below, or the Assistant Location Manager at **604-867-5310**. Alternatively, you may contact the City of Kamloops Film Official at **250-828-3312** or **filmproduction@kamloops.ca**. We thank you for supporting the BC film industry and the project.

Regards,

Rex Murphy

Mountains Studio, Location Manager

604-867-5309

info@mountainsstudio.ca

Cc: Film Official, City of Kamloops