Your Production Company Name/Logo Here

**Filming in Your Neighborhood**

**WHO**: (Name of production company)

**WHAT**:  (e.g. movie, commercial, photo shoot, etc)

**WHERE**:  (Address of location)

**FILMING ACTIVITY DATE(S):** **From** **To** .

**EXPECTED TIME(S)**: Date : Time to .

 Date­­­ : Time to .

**Neighbors, please note: Dates and times are best estimates and subject to change due to the many variables inherent in the filming process. The production will do its best to give notice of changes, should any occur.**

 .

**DESCRIPTION OF PRODUCTION ACTIVITIES (**Production crew, actors, vehicles and equipment will be in and around the location):  *Please modify template below to detail your production activities:*

**Parking**

* + *Describe parking restrictions as defined on permit. Include dates/times and detailed description or map of permitted areas.*
	+ *Indicate barricade placement and when parking will be restricted in the neighborhood, e.g.:*

**From**  / / at : am/pm **To**  / / at : am/pm

* + - * The side of between .

and .

* + - * The side of between .

and .

**Traffic**

* + *Describe street/sidewalk ITC and/or closures. Include dates/times and detailed description or map of permitted areas.*

**Noise**

* + *Detail noise variance permit info, generator placement and other noise level variations. Include times/dates of activity.*

Thank you for sharing your neighborhood with us during this on-location film shoot. Our crew will do our best to minimize any disruption or inconvenience to you. Your cooperation contributes to the successful growth of the Portland film & television industry, which generates jobs, supports local business and brings revenue to our local economy.

This production has coordinated with the Portland Film Office to obtain permits and permissions for this shoot. The Portland Film Office is a collaborative effort between the Mayor’s Office, Prosper Portland and Portland City Bureaus. More information on this office can be found here: [www.portlandfilmoffice.com](http://www.portlandfilmoffice.com)

**If you have questions or concerns about filming activities, please call us as soon as you receive this notice at the numbers listed below and we will make every effort to accommodate you. Thank you!**

 (Name) (Title)

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 *If you have any questions or concerns after speaking with us, you may call the Portland Film Office at 503-823-3217*