

[Letter Header – Production Company Name or Show Title]

## PROPOSED FILMING - ADBA

*Date of Letter Distribution*

Dear Neighbours of [Address or Street],

Please take a moment to read this notice about the filming of a [production type, i.e commercial, feature film, etc.] titled “Production name” at [location] on [shoot date] and [hour and date for tail lights.] We have applied to the City of Abbotsford for a filming permit and are required to canvass the neighbourhood for support of filming in the Downtown area.

The following is an outline of our proposed filming dates, times, locations, and significant action:

**[Shoot/Prep Date]**

**[Time]** [Include a brief breakdown of the expected activity while filming and include any impacts related to the filming including decorations/props to storefronts, lighting, special effects, noise from equipment or work trucks, or scenes that are being filmed before or after regular curfew hours.]

To minimize disruption to your neighborhood, our support trailers and crew vehicles will be parked at [Address]. However, in order to accommodate continuity for picture and safety, Production will be putting “Temporary No Stopping” signs for the following area [Address or Street] and from [times].

Representatives from our office will be coming door to door to ask you to indicate whether or not you support by signing a poll. If you prefer, you may email the City of Abbotsford’s Economic Development office at [econdev@abbotsford.ca](mailto:econdev@abbotsford.ca) or call **604.864.5586** to express your support for or concerns about this work. Alternatively, you can connect with the Downtown Filming Liaison, John Rollins at 604.477.9595.

We appreciate the opportunity to film in this neighbourhood and are sensitive to any concerns. If you have any questions or concerns, please contact me at the number listed below. Alternatively, you can also speak to my assistant, [ALM or assistant on set] who will be on set at [contact phone number.]

For more information regarding filming in the Lower Mainland, please contact the Manager of Community Affairs at Creative BC at 604-730-2732. Information regarding filming in Abbotsford is available through the Abbotsford Film Office at 604-864-5586.

Regards,

LM

Production Title

Production Company Name

Phone #

[Production Company Name / Mailing Address / Phone Number]