

Dear Neighbors of *(location address- include Business Name if applicable)*,

Please take a moment to read this letter detailing the proposed filming activities of *(Production Company at Filming Location on Date of Filming)*. Should you have any concerns about or do not support this proposal, please consider providing feedback in a contactless manner respectful of the health and safety recommendations associated with mitigating the spread of COVID-19. Details about how to share your support and/or concerns in a contactless manner are provided below.

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

*(Provide the General Information & details RE Proposed Filming)*.

- i.e. Our filming activity will include mostly exterior nighttime camera work in the alley of *(Insert Address)*. When filming at night, lights illuminating our set will make the area appear brighter than usual.

**Friday, March 29:**

- **7:00AM to 7:00PM** - A small crew will arrive at property to prepare the interiors and exteriors for filming.
- **7:00PM to 1:00AM** – Filming at the exterior of 228 East Pender Street.
- **1:00AM to 2:00AM Saturday morning** - Once our filming has been completed, the work trucks will be quietly packed up and most will leave the neighborhood.

**Saturday, March 30:**

- **8:00AM to 7:00PM** – The remaining work trucks will be quietly packed up and all leave the neighborhood, and a small crew will arrive at property to restore the interiors and exteriors back to their original state.

In order to minimize disruption to the neighborhood, our crew vehicles and larger support vehicles will be parked on private property.

If you have any concerns that you wish to discuss, please contact us directly at *(Production number and/or email)* or contact the City of Abbotsford Film Office at 604-864-5586 or [econdev@abbotsford.ca](mailto:econdev@abbotsford.ca) as soon as possible so that we can address your questions as quickly and efficiently as possible. Please be sure to clearly state your name and address and leave a phone number.

If you have any questions or concerns about the film industry in general, you can contact the Manager of Community Affairs at Creative BC (formerly the B.C. Film Commission) at (604) 730-2732.

Thank you for your time, consideration, and for your continued support of the BC Film industry. Stay safe and healthy.

Location Manager Name