

**The purpose of this notice is to give advance notice to neighborhoods and businesses about the impact your production will have on the area. Letters should be hand-delivered to residences and businesses at least three days in advance of filming to provide them a chance to respond and ask questions should they have any. Below see an example notification letter.**

**\*\*\*Please do not use the above language in your notice.**

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## **WE'RE GOING TO BE FILMING IN YOUR AREA**

**Who:** Oscar Bound Productions  
**What:** Web Series  
**Where:** 1234 4<sup>th</sup> Ave, Seattle, WA 98101  
**Date(s):** Jan. 1, 2014 - Jan. 5, 2014  
**Time(s):** 9:00 am - 8:00 pm

### **Description of activity:**

A man walks out of a store and heads west to a flower stand. He purchases flowers and rounds the corner of 4<sup>th</sup> Ave. and Roy St.

### **How our activity will affect your area:**

- Include details of set dressing, gunfire or special effects.
- Clearly state parking locations, including street name/side parking.
- WASHINGTON STATE PRODUCTION CODE OF CONDUCT should be attached to notification letter.
- Include name and phone number of the locations manager. "Should you have any questions regarding this notice, please contact Annette Johnson at XXX-XXX-XXXX."

Thank you for your patience.

Annette Johnson  
Locations Manager