

FILMING NOTIFICATION

***“Production Working Title”***

*Production Office Address*

DATE:

Dear Home / Property / Business Owner, “*Production Working Title*” will be filming in your neighborhood. Please see the detailed information listed below regarding the shoot:

1. **Where:**
2. **When:**
3. **Prep:**
4. **Wrap:**
5. **Early Morning or Night Activities:**
6. **Scene Description:**
7. **Street Closures:**
8. **Street Parking/No Parking Signs:**
9. **Intermittent Traffic Control (ITC):**
10. **Production Vehicles:** “i.e. Work Trucks or van staging”
11. **Equipment:** “i.e. generators, condors, etc”
12. **Basecamp:**
13. **Special Effects:**

This production has applied for a film permit from the City of Santa Fe Film Office. If you have any questions or concerns please contact anyone listed below.

We are dedicated to preserving and protecting our beautiful New Mexico film locations. Thank you for your support and hospitality during all filming activities.

**Location Manager: Assistant Location Manager:**

**Phone Number:**  **Phone Number:**

**Email Address:**   **Email Address:**

**** City of Santa Fe Film Office

Film Coordinator / Andrew C. Griego

(505) 955-6233 / (505) 637-1496

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