# **NOTIFICATION OF INTENT TO FILM**

## 

## Dear Neighbors,

## [Name of production company], a [name of city where production company is located] production company, will be filming scenes for a [type of production] project titled “[production title]” on [dates of prep, shoot and strike] from [times of prep, shoot and strike] at the following location(s):

## Address of each location and basecamp

**ACTIVITY:** [Description of production activity and expectations. Example: Our shoot is a small 10-person crew filming all scenes indoors. Production and crew vehicles will be parked in the driveway of 2109 Pinellas Trail between 7:00am and 7:00pm to film scenes for this docu-drama detailing the process of real estate investors buying, renovating, and selling homes.

All filming will take place inside the home and there will be no amplified sound or special effects. We will ensure that all driveways remain accessible to you and your visitors. We are aware of the County Noise Ordinance regulations requiring reduced production activities during the hours of 11 PM to 7 AM. We understand the impact that filming can have on a neighborhood and want to assure you that we will work hard to minimize our presence by demonstrating extreme care and consideration while we are your guests.]

As required, we are working closely with the DeKalb County Film, Music, and Digital Entertainment Commission to obtain a film permit. General information about filming in DeKalb is available on the Film Commission website at [www.DeKalbEntertainment.com](http://www.DeKalbEntertainment.com)  or via phone to Shelbia Jackson, Director, at 404-388-4621 or email to [sljackson@dekalbentertainment.com](mailto:sljackson@dekalbentertainment.com).

**If you have any questions, concerns, or special needs, please do not hesitate to contact the location manager or assistant location manager at the numbers below.**

We greatly appreciate being able to film in your beautiful neighborhood. Thank you for your time and for your support of the Georgia Film Industry.

Sincerely,

Name of Contact 1 Lead Title  
Production Company Email Address

Mobile Phone Number

Name of Contact 2 Lead Title  
Production Company Email Address

Mobile Phone Number