

[Insert Production Company Letterhead]

**FILMING NOTIFICATION**

This FILMING NOTIFICATION is designed to inform residents and businesses of planned activity near your property. This is not a solicitation for endorsement; however, we will do everything possible to limit our impact to all neighboring residents and businesses.

Today's Date: \_\_\_\_\_

\_\_\_\_\_ is preparing to film a \_\_\_\_\_ entitled \_\_\_\_\_  
(Production Company) (Type) (Title)

**BACKGROUND/STORY LINE/PRODUCTION INFORMATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION:** \_\_\_\_\_  
(Name/Address)

**ON THE DAY/DATE(S):**

**TIMES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCENE**

**DESCRIPTION(S):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING RESTRICTIONS/OTHER NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that filming can be disruptive to neighborhoods. We will do everything possible to limit our impact and mitigate any issues. Thank you for your consideration. Please contact us with any questions, comments or concerns.

\_\_\_\_\_  
**Production Company, Phone Number**

\_\_\_\_\_  
**Location Manager, Cell Phone #**

Community Services Department, 626-303-6609  
**City of Monrovia Film Permits, Phone Number**

\_\_\_\_\_  
**Production Manager, Cell Phone #**