

# Film Notice Guidelines

Name of Production  
Production office address  
City, State, Zip  
Production office phone number

## FILM NOTICE

Date

Dear Home / Property Owner,

Our production is scheduled to film in your areas. Please see detailed information about the shoot listed below:

- **Where:** Filming will take place at (address/addresses)
- **When:** Filming will take place on 00/00/2013 at (time) through 00/00/2013 at (time).
- **Night filming:** This episode will film on 00/00/2013 at (time) till 00/00/2013 between (time) and (time) If production lights or sound are of concern please contact anyone listed below.
- **Work trucks** will be parked on the north/south/east/west side of (street) between (street) and (street).
- **Basecamp:** Basecamp will be located at (address).
- **Parking:** No parking signs will be in place on the north/south/east/west side of (street) between (street) and (street).
- **Street closure:** Streets will be closed on (street) between (street) and (street). During filming residents/businesses will have complete access to their property but may experience brief delays.
- **Intermittent Traffic Control (ITC):** From (time) to (time) we will be conducting ITC with the assistance of the Albuquerque Police Department. Vehicles may be held for brief periods (no more than 5 minutes) on (street) between (street) and (street). During filming residents/businesses will have complete access to their property but may experience brief delays.
- **Scene specifics:** There will be (gun fire, special effects, driving, loud dialog, fight scenes, interior and/or exterior filming, etc.)
- **Scene Description:** Please provide a brief description of the scene(s) to be filmed.
- **Equipment Placement:** Generators, lights, condors, etc.
- **Special Effects:** Please provide a brief description of the special effects to be filmed.

Thank you again for welcoming us into your area. This production is being made in cooperation with the City of Albuquerque Film Office. (New Mexico Film Offices) If you have any questions or concerns **please contact anyone listed below**. Please call for further information before or during filming.

We are dedicated to preserving and protecting New Mexico Film locations.

Sincerely,

**In Plain Sight Season 5**  
Location Manager Name and Title  
Location Manager Cell Number

**City of Albuquerque Film Office**  
Santana Garcia – Film Permit Assistant  
(505)768-3283

Assist. Loc. Manager Name and Title  
Assistant Location Manager Cell Number

**Do not delete any fields listed above. If it does not apply simply put NA. Delete this footer before sending to AFO. Please remember to delete this Footer before sending to the AFO**