**FILMING NOTIFICATION**

*(On Company Letterhead)*

Date:

Dear Neighbor,

*(Body of email stating production is applying for a film permit in Sandy Springs; description of film production related activities at the filming location.)*

 **Filming Preparation Date & Times**:

 **Filming Dates & Times:**

 **Clean-up/Strike Dates & Times:**

**Request for City Services** i.e. Lane closure and description of how it will be accomplished; SSPD

assistance; PWD requirements - Traffic Control Plan.

Additional Information **(***to neighbors ensuring safety and alleviating any concerns while in the neighborhood)*

Contact Information for Location Managers

1.

2.

Please provide any questions, concerns or comments either to the filming staff listed above, or you may reach out directly to City Staff – Sarah Weigle, Economic Development Specialist/ Special Events Permit Coordinator at [sweigle@sandyspringsga.gov](mailto:–sweigle) or (678) 260-5003.