

PRODUCTION LOGO OR NAME

DATE

Dear Neighbors,

PRODUCTION NAME will be filming scenes for **TITLE** Monday, June 1st, 2020 at Gallier Hall, 545 St. Charles Ave. We thank you for the opportunity to film in your neighborhood and aim to limit the impact our production has on your neighborhood. We realize you may have experienced filming in the past and would like to make this a positive experience for you. Our main company will be filming in the area from approximately Noon to 3 PM.

To help facilitate filming operations and keep things running safely and efficiently, temporary **NO PARKING** signs will be posted in the following areas:

Monday, June 1st 2020 12:01 AM – Tuesday, June 2nd, 2020 11:59 PM
500 Block Carondelet St (Lake Side)
700 Block Lafayette St. (Both Sides) *River Half of Block*
600 Block N Maestri St. (Both Sides)
600 Block S. Maestri (Downtown Side)
500/600 Blocks St. Charles Ave (Riverside) *Along Lafayette Square*

Intermittent Traffic Control (ITC)
Monday, June 1st 11:00 AM – 4:00 PM and 6:00 PM – 9:00 PM
St. Charles Ave at Poydras St.

STREET CLOSURE
Monday, June 1st 12:00 PM – 3:00 PM
700 Block Lafayette St.

All driveways and handicap zones will be respected. If you have any specific concerns, contact us as soon as possible so we may address them. If you have any loud construction work or large deliveries scheduled for the day in question, please let us know in advance so we can come to a solution.

We endeavor to make this as pleasant an experience as possible. The film industry creates a wealth of local jobs and opportunities in communities across Louisiana. We are excited to play a part in this growth and productivity. We are looking forward to our upcoming work in the neighborhood. We thank you so much for your hospitality and patience. Do not hesitate to contact us at any time with questions.

Sincerely,

NAME
Location Manager
P: XXX.XXX.XXXX
E: XXX@XXX.XXX

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