FILM NOTICE

Aviso De Grabación

**Today’s Date**

Dear Home/Property/Business Owner,

The Production “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” will be in your neighborhood on DATE & TIME to DATE & TIME.

The streets affected are STREET & STREET.

This Production has been permitted to film under the City’s Guidelines. Please find the filming details below:

|  |
| --- |
| Filming Location - **Location & Address** |
| Preparation - **Date & Time** |
| Filming - **Date & Time** |
| Strike/Wrap - **Date & Time** |
| Night Filming - **Date & Time** |
| Basecamp - **Location, Date, & Time** |
| Parking - **Street, Date & Time** |
| Street Closures - **Street, Date & Time** |
| Intermittent Traffic Control - **Street, Date & Time** |
|  |
| Scene Description - |
| Special Effects - **If yes, description of special effects** |
| Estimated Size and # of Generators - |
| Approx. Noise Level - |
| Additional Lighting - |

Please reach out to the Production team with any questions, comments, or concerns. Thank you for your support and hospitality while filming. Para información en español, llama 505-768-3289.

**NAME OF PRODUCTION**

|  |  |
| --- | --- |
| **Location Manager**  Name:  Phone #:  Email Address: | **Assistant Location Manager**  Name:  Phone #:  Email Address: |
|  |  |

**The City of Albuquerque Film Office**

|  |  |  |
| --- | --- | --- |
| **Film Coordinator**  Rebecca Cavalier  505-768-3289  rcavalier@cabq.gov  **Yo Hablo Español** | **Film Permit Assistant**  Santana Garcia  505-768-3283  smgarcia@cabq.gov | **Film Office Assistant**  Alexandria Argo  505-768-3397  aargo@cabq.gov |

This production will employ approximately

**# local New Mexico crew** members,

**#** local **New Mexico actors and stunt performers**

and **#** local **New Mexico background talent**.

*Please delete this section if you do not have specific numbers yet.*