

# Film Notice

## Aviso De Filmación

### (Production Name)

(Production address and phone number)

(Today's Date)

Dear Home / Property / Business Owner, **(Production Name)** will be filming in your neighborhood. Please see the detailed information listed below regarding the shoot:

1. **Where:** (Filming location address)
2. **When:** (Filming date and time)
3. **Prep:** (Date and time)
4. **Wrap:** (Date and time)
5. **Early Morning or Night Activities:** (Date, time & additional details, including bright lights or loud noises)
6. **Scene Description:**
7. **Street Closures:**
8. **Street Parking/No Parking Signs:**
9. **Intermittent Traffic Control (ITC):**
10. **Production Vehicles:** (Placement)
11. **Equipment:** (Placement)
12. **Basecamp:** (Location, move in and move out date and time)
13. **Special Effects:**
14. **Additional Notes:**

This production has applied for a permit with the City of Albuquerque Film Office. If you have any questions or concerns please contact anyone listed below.

We are dedicated to preserving and protecting New Mexico Film locations. Thank you for your support and hospitality while filming.

Para información en español, llama 505-768-3289

**Location Manager:** (Name)

**Phone Number:**

**Email Address:**

**Assistant Location Manager:** (Name)

**Phone Number:**

**Email Address:**

CABQ Film Office

Film Coordinator / Rebecca Cavalier

Yo Hablo Español 505-768-3289 / [rcavalier@cabq.gov](mailto:rcavalier@cabq.gov)

Film Liaison / Cyndy McCrossen

505-768-3269 / [cmccrossen@cabq.gov](mailto:cmccrossen@cabq.gov)