

NOTICE OF FILMING

Date: _____

Dear Property Owner, Resident, or Business Owner,

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

Where: _____

When: _____

Production

Vehicles: _____

Basecamp: _____

Parking: _____

Street Closures: _____

**Bike Lane &
Sidewalk Closures:** _____

**Intermittent Traffic
Control (ITC):** _____

**Equipment
Placement:** _____

**Scene Specifics
& Description:** _____

Thank you for welcoming us to your area. This production is being made in cooperation with the Village of Los Ranchos de Albuquerque. 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 and the communities around them.

Sincerely,

Location Manager

Cell Phone Number

Assistant Location Manager

Cell Phone Number

Los Ranchos Film Contact

(505) 977-9184
Cell Phone Number

Code of Conduct

To minimize our impact, we have a Code of Conduct we must follow to the best of our abilities:

- Cast and crew must operate in a reasonably safe and professional manner.
- It is the Production Company's responsibility to use reasonable efforts to ensure minimum disruption to neighbors, including ensuring neighbor access to their property and making alternate parking arrangements where vehicles are displaced by filming activities.
- The filming location is returned to its original condition, reasonable wear and tear excepted, by the end of filming activities.
- Cast and crew are prohibited from trespassing on residents' or business owners' property.
- All production activity must remain in the boundaries of the property that has been permitted for filming.
- Cast and crew will use reasonable efforts to keep noise levels as low as possible at all times.
- Cast and crew shall observe designated smoking areas and will always extinguish cigarettes in appropriate containers that are provided by the Production Company.