

Township of South Orange Village Application for Motion Picture/Television Filming

SAMPLE LETTER TO BE SENT BY FILMING COMPANY TO NEIGHBORING PROPERTIES

[on Company Letterhead]

To The Resident of [name of street(s)], South Orange, NJ

[Name of Filming Company] will be filming [description of project to be filmed] at [location of filming] on [date of filming] from [time(s) of filming]. We are working in cooperation with the Village of South Orange and are in the process of securing the appropriate permits and clearances. We are a fully insured production company.

During our filming in your neighborhood, every effort will be made to keep disruptions and inconvenience to a minimum. All filming will take place strictly inside a building, structure, or dwelling and there will be no exterior scenes or special effects. All dialogue will be in conversational tones. [Further explanation of filming production, if needed.]

If you have any questions or concerns, or need further information regarding this filming production, please contact the Village Clerk's Office at 973-378-7715, extension 7726.

We look forward to working in your lovely neighborhood.

Sincerely,

Filming Production Location Manager