

## **Notification of Upcoming Film Activity – Big Sur Area**

Date:

To: Big Sur Residents and Businesses

From:

Re: Film Production Activity on Highway 1 in the Big Sur Area, [ACTIVITY DATE]

In an effort to better communicate with Big Sur residents regarding upcoming filming activities, this is to notify you of an upcoming permitted film shoot scheduled for [DATE] from X:00am to X:00pm. Our work will require intermittent traffic control (ITC) at and near Bixby Bridge and Hwy 1 (Mile Markers XX to XX). As per our permit, a portion of the Bixby Bridge turnout will be used for parking of production vehicles (if applicable). (No more than 50% of turnout will be used)

We will be hiring California Highway Patrol officers to facilitate the ITC – ensuring public safety and access with only brief traffic holds of 5 minutes. Most of our trucks and equipment will be stationed a few miles away on private property (if applicable; note: it is best not to use Old Coast Road for parking).

We have taken all steps to ensure that the required permits have been obtained from Caltrans and Monterey County and will comply with restrictions necessary for a safe and efficient shoot.

The production company would like to show its appreciation to the community with a donation to [XXXX]. (If applicable)

Thank you for your cooperation and understanding. I hope this advance notice is helpful for you to plan your day.

Sincerely,

NAME  
Location Manager  
Company name  
Phone  
Email