***Date***

Dear Neighbours of ***(location address),***

Please take a moment to read this notice about the filming of the production ***(project title)*, *(production company name).*** Wewould like to provide information to help you prepare for our arrival and anticipate how our activity might affect your daily routine.

***Location: (int/ext location address)***

***Move in : (day/dates of prep)*.**

***Filming date(s): (day/dates of filming)***

***Move Out date: (day/dates of wrap)***

*(****Brief description*** *of the work that will take place including interior or exterior scenes, lifts, vehicles, unit, lighting, stop and go and set dressing and signage.)*

In order to minimize the disruption to your neighbourhood, the majority of our vehicles will be located at ***another location****.* However, in order to accommodate our essential vehicles, they may be parked ***(parking address)****.*

The **City of Winnipeg** will post **temporary no parking signs:**

**Date(s): *(day/dates)***

**Time: *from (0:00 am/pm) to (0:00 am/pm)***

**Location:**  ***(address)***

**Thank you for your patience and cooperation during our work**.

The Manitoba media production industry employs some 2000 Manitobans. For over ten years it has contributed $1.2 billion to the province’s economy through employment, the purchase of Manitoba goods and services, and investment in infrastructure. Manitoba content is produced in every genre and is seen all over the world. To learn more about the Manitoba media production industry visit getonsetmanitoba.com and for industry related inquiries visit **onscreenmanitoba.com**

**Manitoba Media Production Industry Code of Conduct**

**onscreenmanitoba.com/the-manitoba-media-production-industry-code-of-conduct/**