

FILMING NOTICE

Dear Residents & Business Owners: <PRODUCTION COMPANY> will be filming scenes for the <series/movie/commercial> titled <PRODUCTION TITLE> in your neighborhood on:

Monday, January 4, 2027

9:00 A.M. – 8:00 P.M.

In order to park essential vehicles and equipment, portions of blocks in your area will be reserved which will restrict parking on specific days and times. **NO PARKING/TOW ZONE** signs will be posted as follows:

Sunday, January 3, 2027, 9:00 A.M. to 5:00 P.M. (Prep Day)

Both Sides of Sample Street from Sample Drive to Sample Ave

Monday, January 4, 2027, 7:00 A.M. to 9:00 P.M. (Production Day)

Both Sides of Sample Street from Sample Drive to Sample Ave

Tuesday, January 5, 2027, 9:00 A.M. to 5:00 P.M. (Wrap Day)

Both Sides of Sample Street from Sample Drive to Sample Ave

In addition, we will conduct the following traffic control during filming:

Monday, January 4, 2027, 11:00 A.M. to 2:00 P.M

Intermittent Traffic Control on Sample Ave from Sample St to Sample Dr.

If you have any questions, concerns or special needs, please contact:

On-Site Contact #1

<Name>

<Cell Phone Number & Email>

On-Site Contact #2

<Name>

<Cell Phone Number & Email>

Permits—and traffic control when required—are being coordinated by the City of Evanston. We will NOT block driveways, loading zones, fire hydrants, bus stops or disabled parking zones. We look forward to filming in your neighborhood.

<Production Company Name>

<Street Address, City, State, Zip Code>