Letters of Notification

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe the filming activities.

All letters of notification must be forwarded to the City of Fremont Administration Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur.

Letters must be delivered via public notice in the newspaper, local radio and neighborhood posting.

Please use the following checklist to ensure that your letter includes all relevant details.

- ☐ Production company name, working title and type of production are listed.
- ☐ Name, title and phone numbers of the location manager, assistant location manager are provided. You must also include the City Grant Coordinator's phone number (402-727-2630).
- ☐ Duration of filming is given (dates and times)
- ☐ Date(s) and time of day that production vehicles will arrive at the location as well as wrap time and day must be included.
- ☐ Street dressing, gunfire and/or special effects must be included.
- ☐ Specifics regarding proposed alternate parking arrangements for permit parkers have been included. It is up to the production company to find alternative parking arrangements suitable to the residents.
- ☐ Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must be included.

Ultimately, we want a letter that gives the affected area information about what's going on and let them know the production company is committed to making this a positive experience for them. Please always be gracious, we want everyone to be able to film there again.