

**SAMPLE LEAFLET
(on company letterhead)**

November 5, 2005

Dear Neighbors and Businesses:

Smith Productions is currently preparing to film scenes in your neighborhood for the upcoming television series, **“The Brady Bunch Gang”**. The production company will be shooting two exterior scenes at **1030 N. Hiawatha Drive**.

We are scheduled to film **on Monday, November 11th**. Besides the filming date, we will be in your neighborhood to prep and set dress the house. This will take place on November 8th through the 10th. We are working with the Chicago Film Office and Chicago Police Department to permit and clear the streets around this location.

There will be “No Parking” signs in effect from 3 am – 7 pm Monday, November 11th, and will be posted in the following areas:

**Both sides of Hiawatha from Burlington to Norfolk
Both sides of Norfolk from Hiawatha to Wilmette**

On November 8th – 10th, we will have the 4 spaces in front of 1030 N. Hiawatha Drive posted for the set dressing trucks.

We understand that this may cause an inconvenience, but we appreciate your cooperation. If you have any special needs or concerns, please do not hesitate to call us at **312-555-5555**.

Thank you for your time and cooperation.

Sincerely,

Peter Brady
Location Manager
312-555-5555

**** All leaflets should be dated, on company letterhead and include the following:**

**Name of project
Location of filming
Prep/filming/wrap dates
Times/streets to be posted
Production company phone number and contact names**