



CITY OF WEST HOLLYWOOD

NOTIFICATION REQUIREMENTS FOR LOCATION FILMING

PROTOCOLS FOR DISTRIBUTION OF NOTIFICATION LETTERS AND SIGNATURE COLLECTION DURING COVID-19

The protocols below must be adhered to when distributing filming notification letters, and collecting signatures as required, during the coronavirus pandemic. Protocols may be updated at the discretion of the City of West Hollywood Film Office.

- All neighbors and businesses within **500 feet** (or more) of your location, on both sides of the street, must be notified of your filming activities by written letter (see Drafting Your Notification Letter – page 2 of this document). **Please submit a 500ft radius map for approval.**
- LA County Department of Public Health Order Appendix J safety training must be provided to the production representative by the production, prior to distribution activity. Appendix J must also be carried by representative during distribution for reference.
- Prior to notification letter distribution, the production representative must complete a self-assessment of possible COVID-19 symptoms, based on Appendix A from the County of Los Angeles Public Health (Physical Distancing Protocol).
- Wearing of PPE equipment by the production representative, and visible production identification, is required during all activity. PPE equipment requirements include wearing a face mask at all times, maintaining six feet of physical distance at all times, and observing sanitation guidelines - including washing hands before and after meal periods and applying fresh PPE when returning from breaks.
- Signature collection permitted between 7a and 9p only.
- Limit handling of articles (paper) touched recently by others and no use of shared pens.
- All responses must be stored in a closed container.
- Representative must maintain physical distance at all times.
- Direct interaction with the public is not expressly required for distribution of the filming notification letter. Representative may post the notice in a conspicuous area using painter's tape (excluding within mailboxes)
 - If signatures are required, representative may leave the notice with the location contact (preferred), or offer to fill out signature form on behalf of those notified to maintain physical distance (production rep to note any concerns from the public or distribution notes)
- City of West Hollywood Film Office must receive signatures or proof of distribution via email by designated date/time as determined by the Film Office, or at least 24 hours in advance of any filming activity, as approved by Film Office.
- Additional email confirmation to the Film Office that the agreed 500ft radius (via approved radius map) has been notified may be required.
- Production may supply additional jpegs of posted notice via email as proof of distribution, to supplement submitted materials.



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DRAFTING YOUR NOTIFICATION LETTER

Please draft a letter on your company's letterhead. Depending on your location, you may be required to distribute your Notification Letter in Russian.

- A copy of the notification letter must be submitted before your film permit request is approved. The letter must include mention of each of the following points in order for your request to be approved.
 1. The name of your company, the type of filming (i.e., commercial, feature film, etc.), the name of your production, and that you are proposing to film in their neighborhood. Avoid language that states: "XYZ Productions will be filming....," instead state: "XYZ Productions proposes to film....."
 2. List the dates and times you propose to be on location.
 3. Describe the filming activities proposed. Include as many details as possible. Neighbors are more receptive when you are forthcoming about the total impact, rather than withholding information for fear of a negative response. If some details are still to be determined, the neighbors would appreciate knowing this. Please include information on your lighting plans.
 4. Your construction and strike down plans. Describe construction and strike down activities, dates, times. Please let the neighbors know if no such activity is planned.
 5. State how many production vehicles will be parked on the street on their block, and where "No Parking" signs will be posted.
 6. Please include whichever of the following paragraphs is appropriate (or both):
 - RESIDENTIAL AREA FILMING:**
"The City requires that we notify all residents within **500 feet** (or more) of any filming activity. Signatures may be required to confirm notification.
 - COMMERCIAL AREA FILMING:** "The City requires that we notify all merchants within **500 feet** (or more) of any filming activity. Signatures may be required to confirm notification.
 7. Thank them for their support and cooperation. Let them know that you are a guest in their neighborhood. If possible, invite them to watch, and extend any courtesy you feel is appropriate (i.e., invite them to breakfast at the caterer, etc.). Neighbors who are made to feel a part of what's going on in their neighborhood will be more cooperative and positive regarding future filming. It is also often a good idea to thank them for helping keep filming in Southern California.
 8. Please include the following paragraph:
"If you have any questions or concerns, please call (your contact name) at (phone number) or (pager number), or you may call the City of West Hollywood Film Office at (323) 848-6489."
- Please leave the letter at the front door if no one is home. **Do not place the letter in the mailbox, as this is a violation of federal law.**