

Date: [Insert Date]

To: [Videographer Name/Agency Name]

Address: [Videographer Address]

Attn: [Contact Person]

RE: Letter of Instruction - Location Access and Security Clearances

Case Name: [Case Style/Name]

Case Number: [Court Case Number]

Deponent: [Name of Witness]

Deposition Date: [Date of Deposition]

Dear [Videographer Name],

This letter serves as formal instruction regarding your arrival and equipment setup for the upcoming deposition scheduled for [Date] at [Time].

Location Details:

Facility Name: [Name of Building/Firm]

Address: [Full Address, including Suite/Room Number]

Access and Security Clearances:

The deposition is being held in a secure facility. Please adhere to the following protocols to ensure entry:

- **Arrival Time:** Please arrive no later than [Time, e.g., 45 minutes prior] to clear security and complete setup.
- **Identification:** All crew members must present a valid government-issued photo ID at the [Front Desk/Security Gate].
- **Pre-Authorization:** Your names have been added to the security manifest. If your personnel changes, notify our office immediately.
- **Equipment Screening:** Be prepared for security personnel to inspect equipment cases and electronics upon entry.

Logistics and Setup:

- **Parking:** [Instructions, e.g., Use visitor parking structure or validated lot].

- **Loading Dock:** [Instructions, e.g., Use the service entrance on 5th Street for heavy gear].

- **Room Specifications:** [Instructions, e.g., The room has standard outlets; please bring extension cords and gaffer tape].

On-Site Contact:

If you encounter any issues accessing the building, please contact [Point of Contact Name] at [Phone Number].

Please confirm receipt of these instructions and provide the names of the specific technicians who will be attending.

Sincerely,

[Your Name]

[Your Law Firm/Company Name]

[Your Phone Number]