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|  | Example 1.  You are working on a  Sky Studios TV Production |

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|  | The show being produced  is called XYZ |

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|  | Your role is a XYZ |

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|  | You will need to arrive at the  filming location at [TIME]  on [DATE]. |

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|  | The location of filming is XYZ  Google Link: XYZ What3Words: XYZ |

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|  | [ADDRESS] |

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| Image of reception | You will need to sign in at reception |

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| Image of a woman in an orange shirt, smiling, with her arms folded. | [FULL NAME & ROLE] will meet you at reception |

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| Image of Lyceum Theatre | Example 2  Filming will take place at  [TIME] on [DATE] |

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| --- | --- |
|  | The address of the [LOCATION] is  XYZ  Google Link: XYZ What3Words: XYZ |

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|  | Leave your house at [TIME]  on [DATE] |

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| Image of Wood Green Station | You will arrive at  [PUBLIC TRANSPORT]  at [TIME] |

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| Image of the Piccadilly Line symbol | At [LOCATION], you will take the [PUBLIC TRANSPORT] to [LOCATION] This will take around 30 minutes |

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| Image of a man in a black shirt, smiling, with his arms folded. | At [LOCATION] you will be met by [FULL NAME & ROLE] |

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|  | You will walk with XYZ to  [LOCATION]  (Filming location) |

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|  | You will have 30 minutes to relax |

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|  | After your 30 minutes of relaxing, the crew will be ready to film with you |

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|  | There may be delays during the delay, but the crew has allowed plenty of time for this. If this concerns you, do give **(PROD POC)** a call  Mobile number: XYZ  Mobile number: XYZ |