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| When is filming? | [DAY] [DATE]  [TIMES] |

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| Where is filming? | [LOCATION ADDRESS]  Google Link: XYZ  What3Words: XYZ |

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| Who is my point of contact? | [FULL NAME & ROLE]  Mobile number: XYZ Email address: XYZ |

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| Where am I staying? | [HOTEL NAME]  [HOTEL ADDRESS]  Check in: XYZ  Check out: XYZ  Breakfast served at [TIME]  (dietary requirements passed on)  Parking £XYZ per day |

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| Who is staying  at the hotel? | Name (Role)  Name (Role)  Booking Ref: #XYZ  c/o [SUPPLIER] |

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| New people I will meet | Name – Role  Name – Role  Name – Role |

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| Things I need for filming | Example below:  Some family photos  Let (Point of Contact know) if you are unable to get these in time for filming. |

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| What should I wear? | Example below:  You should wear warming clothing  as it’s going to be a little cold  Other item |

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| Is there anything else I should be aware of? | Example below:  We will have a stills photographer and EPK on set with us today |



Your Schedule

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| Time | Plan |
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| Time | Plan |
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Your Travel (remove what doesn’t apply above).

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