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

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| Where is filming? | [LOCATION ADDRESS]Google Link: XYZWhat3Words: XYZ |

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

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| Where am I staying? | [HOTEL NAME][HOTEL ADDRESS] Check in: XYZCheck out: XYZBreakfast 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: #XYZc/o [SUPPLIER] |

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

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| Things I need for filming | Example below:Some family photosLet (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 coldOther item |

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| Is there anything else Ishould 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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