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| What is this document? | The purpose of this document is to let you know what is expected to happen on **[ADD PROJECT NAME]** and when.  This document gives you an idea of  timelines to give you as much preparation as possible.  Please note that the nature of television does involve change in plans, but we will do all we can to make sure we are on schedule. |

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| What to expect  from now until the  first day of filming? | There will be some paperwork to fill out to make sure we have as much information about you as possible and to make sure we have written permission to film with you. |

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| Who is my point of contact? | **[FULL NAME & ROLE]** will take care of all of your travel, accommodation and meal arrangements.  **[PROD POC]** will also send all filming related documents and will oversee all health and safety arrangements. |

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| What is my paperwork  check-list? | **[FULL NAME]** will send you the following paperwork to fill. If you have any questions please always ask.   * [LIST PAPERWORK] |

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| What to expect  on the 1st day of filming?  **[EXAMPLE BELOW]**  Meeting [PRESENTER/ACTOR] | Before filming, we will send you a Call Sheet, which is a document that is sent out to all involved with filming. It will outline the plans for the day so everyone is fully prepared for the day ahead. This will be sent out by **[PROD POC].**  **[PROVIDE DETAILS OF WHAT THE CONTRIBUTOR WILL BE DOING ON THEIR FIRST DAY]**   * Who will they meet? * What will they be doing? * Is there any extra information they should know about? |

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

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| Avoid clothing with | Writing  Large Logos  Small Patterns  Stripes  Check designs |

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| What to expect during unit move? | **Use this section to detail any information about moving locations. Repeat the section for each location move.**  **[PROD CONTACT]** will send a Call Sheet in advanced of filming.  **[PROD CONTACT]** will arrange transportation to our filming location, which at this stage is still to be confirmed.  **[PROVIDE DETAILS OF WHAT THE CONTRIBUTOR WILL BE DOING ON THEIR SECOND DAY]**   * Who will they meet? * What will they be doing? * Is there any extra information they should know about? |

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| What to expect when  filming has finished? | Once the filming is complete, we then have to edit our show. This is a very slow process and may take around two months.  We may contact you again for pick-up shoots (another day or so of shooting to film anything extra we need) or ADR (a day in a sound recording studio to record any extra lines of dialogue we need). |

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| [Information on marketing, press etc.] | Use this section to detail information on marketing, press etc. |



Now, let’s start this journey and make a fantastic show together!

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