|  |  |
| --- | --- |
| Where will filming take place? | [COUNTRY NAME] |

|  |  |
| --- | --- |
| My Checklist | Text to go here |

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

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

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

|  |  |
| --- | --- |
| Important Country Information | [EMERGENCY NUMBER FOR COUNTRY]  24 hour medical line  XYZ |



Useful Country Info (example below)

|  |  |
| --- | --- |
| Capital | TBC |
| Visa / Permits | British passport holder do not / do require a visa to enter XXXX for filming  Visa/permit requirements: XYZ |
| Entry Paperwork | TBC |
| Dialing Codes | To call the US from the UK: 00 1 or +1  To call the UK from the US: 00 44 or +44 |
| Currency | United States Dollars ($USD)  $1 USD = 0.79 GBP | £1 GBP = 1.27 USD  United States Dollars are widely accepted in XXXX  Credit cards are /aren’t widely accepted in XXXX |
| Time Zone | CST (Central Standard Time) - 6 hours GMT |
| Sunrise and Sunset | 1 Jan: 07:00 — 18:00 / 1 Feb 06:30 — 18:30 |
| Weather | High Temp: 27 °C/ Low Temp: 20 °C  Windy with a chance of rain, nights will be cold.  Last week cloudy with some sun.  Average 64.80mm precipitation  Average wind 10mph  Average humidity 71% |
| Public Holidays  During Filming | January 1st New Years Day, all businesses and banks will be closed. |
| Customs | Take your shoes off before entering the house  It is okay to burp while eating food  Locals will use their thumb to point  Don’t point with a single finger,  use the whole of your hand to show direction |

Useful Country Info Continued

|  |  |
| --- | --- |
| Plug | Plug Type A and B • 120v 60Hz |
| Emergency Services | Police: 911 • Ambulance: 911 • Fire: 911 |
| Safety | Please see risk assessment |
| Languages Spoken | ENGLISH (🇬🇧) ITALIAN (🇮🇹) CZECH (🇨🇿) SWAHILI (🇸🇿) SPANISH (🇪🇸) FRENCH (🇫🇷) GERMAN (🇩🇪)  Languages now being represented by two letters rather than flags as not political and more universal. |
| Remote Access | Need to find updated information on this |
| Embassy Consulate Contacts  Consular Assistance team in London can be reached on:  020 7008 1500  (+44 20 7008 1500 from abroad)  this number operates  24 hours a day | **Name / XXXX Ambassador**  Embassy of XXXX in London  Address Line 1  Address Line 2 and postcode  Call: +44 (0) 000 000 0000  Email: [xyz@xyz.com](mailto:xyz@xyz.com)  **Name / British Ambassador to XXXX**  British Embassy in XXXX  Address Line 1  Address Line 2 and postcode  Call: +44 (0) 000 000 0000  Email: [xyz@xyz.com](mailto:xyz@xyz.com) |

|  |  |  |
| --- | --- | --- |
| 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 | Hotel Name  Hotel Address  Check in: Date  Check out: Date  Breakfast served at 6:00 am  (dietary requirements passed on)  Parking £XX per day |

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

|  |  |
| --- | --- |
| Nearest A&E | [A&E ADDRESS]  XX miles/kilometres to location.  XX miles/kilometres to hotel. |

|  |  |
| --- | --- |
| Nearest Police Station | [POLICE STATION ADDRESS] |

|  |  |
| --- | --- |
| Health and Safety | Text to go here |

  

Day XYZ - Travel Day (remove what doesn’t apply above).

Date: XYZ

|  |  |
| --- | --- |
| Weather: |  |
| Time | Plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



Day XYZ – Filming Day

Date: XYZ

|  |  |
| --- | --- |
| Weather: |  |
| Time | Plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



Day XYZ – Filming Day

Date: XYZ

|  |  |
| --- | --- |
| Weather: |  |
| Time | Plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Continued

|  |  |
| --- | --- |
| Time | Plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

  

Day XYZ - Travel (remove what doesn’t apply above).

Date: XYZ

|  |  |
| --- | --- |
| Weather: |  |
| Time | Plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



Packing List

|  |  |
| --- | --- |
| Suitcase 1 | Suitcase 2 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Can be adjusted or removed



Expenses

Sky Studios food allowances.

Breakfast: usually provided by hotel booked by production or £XYZ

Lunch: £XYZ

Evening Meals: £XYZ

Note: above may change during production.

****

How to Return My Expenses?

Add a note about returning expenses here.



Wardrobe

|  |  |
| --- | --- |
| Heading? | Heading? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



Hire Car

Details

|  |  |
| --- | --- |
| Primary driver: XYZ | Additional drivers: XYZ |
| Rental Start: XYZ  Delivery/Collect: XYZ | Rental End: XYZ  Collection/Drop-off: XYZ |
| Ref: XYZ  License plate: please let  production know | Branch  [ADDRESS] |

Contact Details

Branch: XYZ

Customer Service Team: XYZ

Accident Management: XYZ

24/7 Breakdown Assistance: XYZ

Tyre Replacement: XYZ



Filming Crew Contact Details

|  |  |  |
| --- | --- | --- |
| Name | Role | Contact Details |
|  |  | T:  E: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



Office Crew Contact Details

|  |  |  |
| --- | --- | --- |
| Name | Role | Contact Details |
|  |  | T:  E: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



Additional Contact Information

BBC Studios

|  |  |  |
| --- | --- | --- |
| Name | Sky Studios Health & Safety | T/M:  E: |
| Name | Insurance | T/M:  E: |
| Name | Legal | T/M:  E: |
| Name | Safeguarding | T/M:  E: |



Supplier Details

Companies / Suppliers

|  |  |  |
| --- | --- | --- |
|  | Courier |  |
|  | Taxis |  |
|  | Overnights |  |

Add public liability insurance here



Safeguarding



Medvac Procedure



Health and Safety Emergency Procedure

Emergency procedure in case of a medical emergency overseas, please contact XXX Medical Assistance on: XYZ

Private & Confidential

Add Data Protection protocols here.

End of document