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

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

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

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

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

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



Useful Country Info (example below)

|  |  |
| --- | --- |
| Capital | TBC |
| Visa / Permits | British passport holder do not / do require a visa to enter XXXX for filmingVisa/permit requirements: XYZ |
| Entry Paperwork | TBC |
| Dialing Codes | To call the US from the UK: 00 1 or +1To call the UK from the US: 00 44 or +44 |
| Currency | United States Dollars ($USD)$1 USD = 0.79 GBP | £1 GBP = 1.27 USDUnited States Dollars are widely accepted in XXXXCredit 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 °CWindy with a chance of rain, nights will be cold. Last week cloudy with some sun.Average 64.80mm precipitationAverage wind 10mphAverage 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 houseIt is okay to burp while eating foodLocals will use their thumb to pointDon’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 ContactsConsular 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 LondonAddress Line 1Address Line 2 and postcodeCall: +44 (0) 000 000 0000Email: xyz@xyz.com**Name / British Ambassador to XXXX**British Embassy in XXXX Address Line 1Address Line 2 and postcodeCall: +44 (0) 000 000 0000Email: xyz@xyz.com  |

|  |  |  |
| --- | --- | --- |
| Where am I staying? | [HOTEL NAME][HOTEL ADDRESS] Check in: XYZCheck out: XYZBreakfast served at [TIME](dietary requirements passed on)Parking £XYZ per day | Hotel NameHotel Address Check in: DateCheck out: DateBreakfast 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: #XYZc/o [SUPPLIER] |

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

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

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

  

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

Date: XYZ

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| --- | --- |
| Weather: |  |
| Time | Plan |
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Day XYZ – Filming Day

Date: XYZ

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| Weather: |  |
| Time | Plan |
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Day XYZ – Filming Day

Date: XYZ

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| Weather: |  |
| Time | Plan |
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| Time | Plan |
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Day XYZ - Travel (remove what doesn’t apply above).

Date: XYZ

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| Weather: |  |
| Time | Plan |
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Packing List

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| Suitcase 1 | Suitcase 2 |
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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? |
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Hire Car

Details

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| --- | --- |
| Primary driver: XYZ | Additional drivers: XYZ |
| Rental Start: XYZDelivery/Collect: XYZ | Rental End: XYZCollection/Drop-off: XYZ |
| Ref: XYZLicense 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

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| --- | --- | --- |
| Name | Role | Contact Details |
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Office Crew Contact Details

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| Name | Role | Contact Details |
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Additional Contact Information

BBC Studios

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| --- | --- | --- |
| 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