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

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

Date: XYZ

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Day XYZ – Filming Day

Date: XYZ

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

Date: XYZ

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| Time | Plan |
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Expenses

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

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| 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. | [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

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



Supplier Details

Companies / Suppliers

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

Add public liability insurance here

Private & Confidential

Add Data Protection protocols here.

End of document