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

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

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

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| --- | --- |
| 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 |

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| Who is staying  at the hotel? | Name (Role)  Name (Role)  Booking Ref: #XYZ  c/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: XYZ  Delivery/Collect: XYZ | Rental End: XYZ  Collection/Drop-off: XYZ |
| Ref: XYZ  License 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