|  |  |
| --- | --- |
| When is filming? | Thursday 4th April  9am – 4pm |

|  |  |
| --- | --- |
| Where is filming? | Add location address here.  Google Link: |

|  |  |
| --- | --- |
| Who is the point of contact  for the contributor? | Name and Role  Production Mobile number |

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

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| --- | --- |
| Who is staying  at the hotel? | Name (Role)  Name (Role)  Booking Ref: #ADD  c/o Supplier |

|  |  |
| --- | --- |
| Nearest A&E | A&E Address  Google Link:  XX miles/kilometres to location.  XX miles/kilometres to hotel. |

|  |  |
| --- | --- |
| Nearest Police Station | Police Address  Google Link:  XX miles/kilometres to location.  XX miles/kilometres to hotel. |

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

Day XX - Travel Day (remove icons that DO NOT apply above)

Date:

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| Time | Plan |
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Day XX – Filming Day (example below)

Date:

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| --- | --- |
| Time | Plan |
| 9:00 am | Crew call time on location. |
| 9:15 am – 9:30 am | Load equipment. |
| 9:30 am – 11:00 am | Set-up cameras (allowing 1 hour 30 mins). |
| 10:30 am | Contributor arrival. Settle (allowing 30 mins). |
| 11:00 am – 1:00 pm | Film Contributor (2 hours with breaks). |
| 1:00 pm – 2:00 pm | Lunch for x 4 crew. |
| 2:00 pm – 4:00 pm | Continue filming Contributor (2 hours with breaks). |
| 4:00 pm | Wrap Contributor. |
| 4:00 pm – 5:00 pm | Pack-down. |
| 5:00 pm | Leave location. |
| Drive 1 | Travel with Director. |
| Drive 2 | Travel with AP. |
| Post Production notes | Drive 1 to be delivered to POST FACILITY on 05/04/24 |



Day XX – Filming Day

Date:

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| Time | Plan |
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Continued

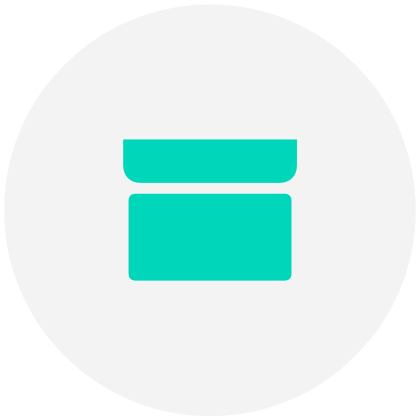
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| Time | Plan |
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Day XX - Travel Day (remove icons that DO NOT apply above)

Date:

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| Time | Plan |
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Production Box/Production Folder (add list of items here)

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| Box 1/Folder 1 | Box 2/Folder 2 |
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Film & Sound Kit

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| --- | --- |
| Camera c/o XXX | Sound c/o XXX |
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Expenses

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

Lunch: £XX

Evening Meals: £XX

Note: above may change during production.

****

How to Return My Expenses?

Add a note about returning expenses here.



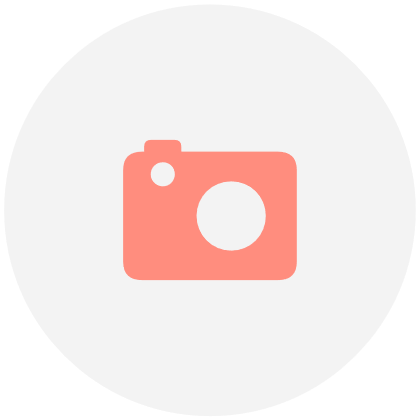
Wardrobe

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| Heading? | Heading? |
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Filming Specs (example below)

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| --- |
| Camera A & B – e.g. FX6 |
| Resolution: HD 1920 x 1080p or higher  Minimal Signal Processing:  10-bit or higher, 4:2:2, Aspect Ratio: 16:9  Codec:  XAVC-S (usually for domestic cameras)  XAVC-I (higher quality capture; larger video files) |
| Additional camera/s e.g. Go-Pro |
|  |



Production Stills Spec (example below)

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| --- |
| All stills provided to the BBC must be shot to a professional standard in a combination of landscape and portrait formats and delivered in digital format at as high a resolution as possible - ideally JPEGs at 35Mb 300 dpi.  Screen grabs are not acceptable unless agreed beforehand and in exceptional circumstances. |



Backing up rushes and stills (example below)

|  |
| --- |
| We have decided to use the following naming conventions on this show.  SERIES\_ DATE IN REVERSE \_CONTRIBUTOR \_\_CAMERA\_ A OR B CAMERA / ROLL NUMBER  ITAM\_240404\_CONTRIBUTOR\_ FX6\_A\_001 / B\_001  ITAM\_240404\_CONTRIBUTOR\_ GOPRO\_1/2/3/4  Please also back up stills and log in the ‘PRODUCTION STILLS’ tab in ASSET LOG.  When saving Stills, create a folder with the contributor’s name and date. i.e. ‘CONTRIBUTOR NAME 040424’. |



Hire Car

Details

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

Contact Details

Branch:

Customer Service Team:

Accident Management:

24/7 Breakdown Assistance:

Tyre Replacement:



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 |
|  |  | T:  E: |
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Additional Contact Information

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| --- | --- | --- |
| 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 your company Data Protection protocols/notices here.

End of document