|  |  |
| --- | --- |
| Where will filming take place? | Add country name here |

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

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

|  |  |
| --- | --- |
| Location | Add location address here.  Google Link: |

|  |  |
| --- | --- |
| When is filming | Shoot Start: Date  Shoot End: Date |

|  |  |
| --- | --- |
| Important Country Information | Emergency number for country  24 hour medical line  XXX |



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: |
| 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: 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: #ADD  c/o Supplier |

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

|  |  |
| --- | --- |
| Nearest Police Station | Text to go here |

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

Day XX - Travel Day (remove icons above that don’t apply)

Date:

|  |  |
| --- | --- |
| Weather: |  |
| Time | Plan |
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Day XX – Filming Day (example below)

Date:

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| --- | --- |
| Weather: |  |
| 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 05/04/23 |



Day XX – Filming Day

Date:

|  |  |
| --- | --- |
| Weather: |  |
| Time | Plan |
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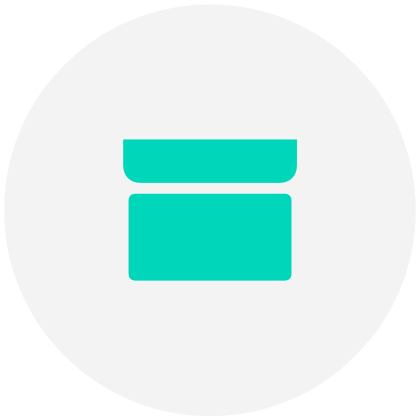
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| --- | --- |
| Time | Plan |
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Day XX - Travel (remove icons above that don’t apply)

Date:

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| --- | --- |
| Weather: |  |
| Time | Plan |
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Production Box/Production Folder

Add list of items here

|  |  |
| --- | --- |
| Box 1 | Box 2 |
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Can be adjusted or removed



Packing List

|  |  |
| --- | --- |
| Suitcase 1 | Suitcase 2 |
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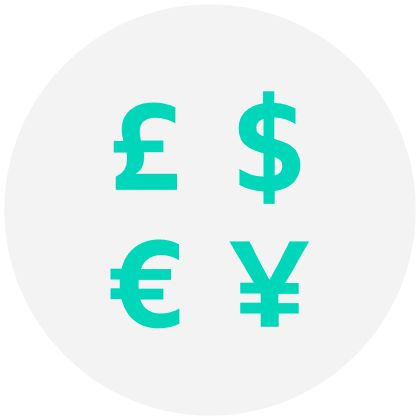
Can be adjusted or removed



Film & Sound Kit

|  |  |
| --- | --- |
| Camera c/o XXX | Sound c/o XXX |
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Can be adjusted or removed



Expenses

BBC food allowances.

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

|  |  |
| --- | --- |
| 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)

|  |
| --- |
| 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

|  |
| --- |
| 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 | Branch  [address] |

Contact Details

Branch:

Customer Service Team:

Accident Management:

24/7 Breakdown Assistance:

Tyre Replacement:



Filming Crew Contact Details

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

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

BBC Studios

|  |  |  |
| --- | --- | --- |
| Name | BBC 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:

Private & Confidential

Add your company Data Protection protocols/notice here.

End of document