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| What is this document? | The purpose of this document is to let you know what is expected to happen on **[ADD PROJECT NAME]** and when.  This document gives you an idea of  timelines to give you as much preparation as possible.  Please note that the nature of television does involve change in plans, but we will do all we can to make sure we are on schedule. |

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| What to expect  from now until the  first day of filming? | The date for the first day of filming is still to be confirmed. From now until then we will be preparing filming by having several conversations with you. We will make sure to give you as much notice as possible prior to these conversations.  There will be a chat with you and a psychologist, which we will also give you plenty of notice on.  There will be some paperwork to fill out to make sure we have as much information about you as possible and to make sure we have written permission to film with you. |

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| Chat with the psychologist.  What to expect? | The purpose of this chat is to ensure that the filming process does not cause you undue distress.  A chat with a psychologist may sound intimidating, but it’s there to help you and us.  Thank you for doing this with **[NAME OF PSYCHOLOGIST].** |

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| Who is **[PRODUCTION POINT OF CONTACT]**? | **[ROLE AND NAME]** will take care of all of your travel, accommodation and meal arrangements.  **[PROD POC]** will also send all filming related documents and will oversee all health and safety arrangements. |

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| What is my paperwork  check-list? | **[NAME]** will send you the following paperwork to fill. If you have any questions please always ask. |

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| What to expect  on the 1st day of filming?  **[EXAMPLE BELOW]**  Meeting Chris Packham  A picture of television presenter Chris Packham smiling | Before filming, we will send you a Call Sheet, which is a document that is sent out to all involved with filming. It will outline the plans for the day so everyone is fully prepared for the day ahead. This will be sent out by **[PROD POC].**  **[EXAMPLE OF DETAILS BELOW]**  Your first day of filming is the first time you meet Chris Packham.  First days can always be a little daunting, but don’t worry, Chris is lovely and is very much looking forward to meeting you.  The plan for the day is to give Chris an opportunity to get to know your autistic experience and to understand how this has affected your life.  Chris and our team will take our learnings about you to our talented Graphics team who will start preparing to bring your unique autistic experience to life. |

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| What do I wear? | We would like you to wear something that makes you feel comfortable.  However, as a general rule for filming with us, please can you follow the guidelines below?  If you have any concerns of course do let **[PROD POC]** know. |

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| Avoid clothing with | Writing  Large Logos  Small Patterns  Stripes  Check designs |

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| What to expect after  the 1st day of filming?  **[EXAMPLE]** | Hooray! You’ve now met Chris!  **[PROD POC]** will check-in with you to discuss how you felt the first day of filming went.  We always appreciate feedback, so please be honest. |

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| What to expect before  the 2nd day of filming?  **[EXAMPLE]** | Your second day of filming is still to be confirmed also. Again, **[PROD POC]** will be in contact with some dates.  **[PROD POC]** will be in contact to take care of all travel and meal arrangements. If necessary, we may need you to stay overnight.  And don’t worry, we cover all travel, accommodation and meal expenses. |

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| What to expect  on the 2nd day of filming? | **[PROD CONTACT]** will send a Call Sheet in advanced of filming.  **[PROD CONTACT]** will arrange transportation to our filming location, which at this stage is still to be confirmed.  **[EXAMPLE BELOW]**  At the location, you will sit down with Chris and one or two members of the graphics team to discuss the short film or immersive experience you are going to make together.  They will be asking you a lot of questions as we want to make sure the film reflects your autistic experience.  This chat will likely last around two hours, and we can take a break whenever you would like.  **[NAME OF TEAM]** will film this meeting and they’ll will get involved in the conversation too.  By the end of the meeting, we should have some good ideas for what will be in the short film and what it might look like. |

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| What to expect after  the 2nd day of filming? | **[PROJECT POC]** will be in contact after filming to check in how filming went.  **[EXAMPLE BELOW]**  Throughout the rest of February, March and April we will continue giving you updates regarding developments on the graphics discussed in the Creative Meeting.  If you don’t hear from us as often, it’s probably because we are working away in the background making sure whatever has been discussed is happening as accurately as possible.  It is very likely that we would want to film you again.  We will make sure to give you as much notice as possible so you are fully prepared and of course, issue a Call Sheet. |

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| Personal archive | We may wish to use some personal archive of you in the programme. This could be videos or photographs, most likely from when you were younger or at other important moments in your life.  **[PROD POC]** will discuss with you what we’re looking for and why we think it will be useful to include it in the documentary.  If the old photographs and video exist in a digital form on a computer or hard drive, they will either take a copy when we come to film with you, or give you a special, secure link to send them to us over the internet.  If only physical copies exist, we may ask to borrow them to make digital versions. If this is the case, we will treat the originals with utmost care and ensure they are returned to you quickly. We can also give you digital copies to keep as well. |

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| What to expect before  showing your short film?  **[EXAMPLE]** | After months of your hard work and dedication, we are almost at the stage where we get to see the incredible work that you and our talented Graphic designers have done.  Filming for the ‘Reveal’ will take place in London and **[PROD POC]** will be contact again to arrange travel / accommodation. |

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| Screening your short film.  What to expect?  **[EXAMPLE OF FINISHING STORY]**  Television presenter Chris Packham wearing a green jacket | Filming for the ‘reveal’ is likely to take place either on **[DATE]**, but because these dates are a long way in the future, they are likely to change. We will give you as much notice as possible.  On this day, you will meet Chris and the team in a special location, where they will show you the finished short film on a big screen.  We may also invite some of your friends or family to see this too. Exactly who we show the film to is something **[PROD POC]** will discuss with you in advance. And we will help arrange and pay for their travel too.  We will film your reaction, and that of your family and friends and talk about what the process has taught you.  This is the official end of our filming with you, although we might be in touch to film some extra things afterwards if there are still things we feel we need. |

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| What to expect when  viewing your contribution  to the programme? | Once the filming is complete, we then have to edit our programme. This is a very slow process and may take around two months.  After we have edited our programme we will give you an opportunity to watch your contribution to the show before it is shown on television.  We will discuss how you would like to watch this nearer to the time  We will ask you who you would like to be present. |

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| What to expect before  programme transmission? | It may be some months when this programme finally transmits on television.  But as soon as we have a date **[SELECT PROD POC]** will let you know in advanced.  Prior to transmission there will be some press and marketing activity to spread awareness of this programme. This could happen on radio, newspapers, and social media.  This could include photos of you, but don’t worry, **[PROD POC]** will send you photos featuring you to check and choose in advance so there will be no surprises. |

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| What happens after the  show is transmitted? | Many people will be watching. The programme will be a great opportunity for you share your experiences and help others.  **[PROJECT POC]** will be in touch to check-in on how you are doing the night after the show transmits.  If you wish to speak to **[PSYCHOLOGIST NAME]** again, **[PROD POC]** can arrange this for you. |



Now, let’s start this journey and make a fantastic show together!

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