

# LOCATION INFORMATION SHEET

SHOW \_\_\_\_\_ PRODUCTION NO. \_\_\_\_\_

LOCATION MANAGER \_\_\_\_\_ SCRIPTED LOCATION \_\_\_\_\_

PERMIT SERVICE \_\_\_\_\_

CONTACT \_\_\_\_\_ SHOOTING DATE(S) \_\_\_\_\_

PHONE# \_\_\_\_\_ INTERIOR    EXTERIOR    DAY    NIGHT

**ACTUAL LOCATION**

Address \_\_\_\_\_

Cross Streets \_\_\_\_\_

DATE & DAYS	
# of days	Dates
Prep:	
Shoot:	
Strike:	

**LOCATION OF NEAREST EMERGENCY MEDICAL FACILITY**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONTACTS**

Owner(s) Name(s) \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Phone# \_\_\_\_\_

Owner's E-Mail \_\_\_\_\_

Property Representative(s): \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax# \_\_\_\_\_

**LOCATION SITE RENTAL FEES**

Full Amount	\$ _____	OT after _____ hrs. per day @ \$ _____ per hour	
Amount for PREP days	\$ _____	_____ additional days @ \$ _____ per day	
Amount for SHOOT days	\$ _____	Additional charges:	Phone \$ _____
Amount for STRIKE days	\$ _____		Utilities \$ _____
Deposit \$ _____ due on _____			Parking \$ _____
Refundable	Apply to total fee	(Other) _____	\$ _____

**CHECKLIST**

- |   |  |   |
|---|--|---|
| Location Agreement<br>Certificate of Insurance<br>Location Fee(s)<br>Have owners remove valuables<br>Photograph rooms ( <i>so everything can be properly returned/restored after filming has been completed</i> )<br>Relocate homeowners/pets if necessary<br>Signed releases from neighboring residents & business owners<br>Permit(s)<br>Post for Parking<br>Police Officer(s)<br>Fire Safety Officer(s)<br>Prepare map to location<br>Intermittent Traffic Control | Heaters/Fans/Air Conditioners<br>Layout Board/Drop Cloths<br>Wireless Router(s)<br>Satellite System/Phone Lines<br>Utilities/Power Supply<br><u>Allocate Areas For</u><br>Extras<br>Dressing Rooms<br>Eating<br>Hair/Makeup<br>School<br>Equipment<br>Special Equipment<br>Animals<br>Set-up base camp<br>Security | <u>Allocated Parking For</u><br>Equipment<br>Honeywagon(s)<br>Trailers/Motor Homes<br>Catering Truck<br>Cast Vehicles<br>Crew Vehicles<br>Buses<br>Picture Vehicles<br>Water Truck<br>Extra tables & chairs/tent<br>Locate parking lot if shuttle is necessary<br>Put up signs to location<br>Recycle Bins<br>Arrange for clean-up crew |
|---|--|---|