

Location Fact Sheet

PRODUCTION _____ NO. _____

DATE _____

LOCATION NAME	
SCENE NUMBERS	
No. of Pages	<input type="checkbox"/> DAY <input type="checkbox"/> INT <input type="checkbox"/> NITE <input type="checkbox"/> EXT

LOCATION
ADDRESS
PHONE

CONTACT
ADDRESS
PHONES

AVAILABILITY (times & days)		
No. of days Needed	Dates Needed	Dates Secured
Prep:		
Shoot:		
Wrap:		

DISTANCE FROM PRODUCTION OFFICE	
_____ miles	_____ minutes
SECURED	<input type="checkbox"/> Insurance
<input type="checkbox"/> Contract	<input type="checkbox"/> Copy Filed
<input type="checkbox"/> Copy Filed	<input type="checkbox"/> Key
<input type="checkbox"/>	<input type="checkbox"/> Extra key

SUPPORT NEEDS
<input type="checkbox"/> Police
<input type="checkbox"/> Firemen
<input type="checkbox"/> Guards

FACILITIES	LOCATION
<input type="checkbox"/> Restrooms	
<input type="checkbox"/> Eating Area	
<input type="checkbox"/> Makeup	
<input type="checkbox"/> Wardrobe	
<input type="checkbox"/> Actor's Area	
<input type="checkbox"/> Secure Storage	
<input type="checkbox"/> Prod. Staff Area	
<input type="checkbox"/> Equipment Area	

PARKING	LOCATION
<input type="checkbox"/> Grip Truck	
<input type="checkbox"/> Camera Truck	
<input type="checkbox"/> Campers	
<input type="checkbox"/> Staff Cars	
<input type="checkbox"/> Picture Cars	
<input type="checkbox"/> Generator	
<input type="checkbox"/> Vans (prop, sound, etc.)	

DESCRIPTION OF LOCATION
SIZE of ACCESS DOOR: _____ CEILING HT.: _____
WALL FINISHES:
CEILING:
FLOOR:
NATURAL LIGHT:
PRACTICALS:

ELECTRICAL DISTRIBUTION
<input type="checkbox"/> BOX AVAILABLE Phase _____
Circuits _____ Amps _____ Volts _____
Distance from set _____ ft.
<input type="checkbox"/> METER LOOP NEEDED <input type="checkbox"/> INSTALLED
Phase _____ Amps _____ Volts _____
Distance from set _____ ft.
From loop to transformer _____ ft.
<input type="checkbox"/> Are room outlets grounded? YES NO

SOUND ENVIRONMENT

WRAP PLANS

SPECIAL PROBLEMS / LIMITATIONS

REQUIRED CONSTRUCTION / SET DRESSING

ROOM PLAN on back

Indicate compass

LOCATION MANAGER:

ROUTE MAP on back

direction on both

LOCATION SCOUT: