LOCATION FACT SHEET

PROJECT TITLE: _____

PROD. #

DIRECTOR

PRODUCER

LOCATION MANAGER

_____ _____ _____ _____

LOCATION INFO		SCENE
Script Location Name _____	Location _____	Number(s): _____ _____
Contact Name _____	Address _____	☐ Day
Telephone _____	_____	☐ Night
		☐ Interior
		☐ Exterior

AVAILABILITY	DISTANCE FROM PRODUCTION OFFICE
No. of Days Needed _____	Minutes _____
Dates Needed _____	

FACILITIES		PARKING	
☐ Restrooms	☐ Actor's Area	☐ Grip Truck	☐ Picture Cars
☐ Eating Area	☐ Secure Storage	☐ Camera Truck	☐ Generators
☐ Makeup	☐ Production Staff	☐ Campers	☐ Vans (Prop, Sound, etc.)
☐ Wardrobe	☐ Equipment	☐ Cast & Crew Cars	

LOCATION FACT SHEET

PROJECT TITLE: _____

DESCRIPTION OF LOCATION	ELECTRICAL DISTRIBUTION

DESCRIPTION OF LOCATION

Size of Access Door: _____

Ceiling Height: _____

Wall Finishes: _____

Ceiling: _____

Floor: _____

Natural Light: _____

Practicals: _____

ELECTRICAL DISTRIBUTION

☐ Box Available   Phase: _____   Circuits: _____

Volts: _____   Amps: _____

Distance from set: _____

☐ Meter Loop Needed   ☐ Installed   Phase: _____

Volts: _____   Amps: _____

Distance from set: _____

Distance from Loop to Transformer: _____

Are Room Outlets Grounded?:   ☐ Yes   ☐ No

SOUND ENVIRONMENT

SPECIAL PROBLEMS

☐ Room Plan Attached   ☐ Route Map Attached

_____
Location Manager

_____
Location Scout