Film Location and Scene Details Kit

Production Company: _____

Location Manager (on site): _____

Cell #: _____

Email: _____

Date: _____

Move in time: _____ Start Time: _____ End Time: _____ Move out Time: _____

Scene Details

Description of scenes to be filmed:

Traffic Control (Highway Use Permit is Required)

Street address/location: _____

ITC required: Yes ☐   No ☐

Road closure required: Yes ☐   No ☐

Lighting and Cameras

Lighting - description equipment positions, area to be illuminated, type of light and equipment (stands, cranes, reflectors, etc.) Include positions on map and attach.

Cameras – description of equipment positions and equipment (tripod, dolly tracks, cranes, etc.) Include positions on map and attach.

Film Location and Scene Details Kit

Street Use

Date required: Day: _____   Month: _____   Date: _____   Time: _____

Block Number(s): _____   Street: _____

From: _____   To: _____
Use specific landmarks such as – intersecting streets, meter numbers, building addresses or property lines or other identifiable markers.

☐ work trucks   ☐ picture   ☐ circus   ☐ generator   ☐ lighting

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Street Use

Date required: Day: _____   Month: _____   Date: _____   Time: _____

Block Number(s): _____   Street: _____

From: _____   To: _____
Use specific landmarks such as – intersecting streets, meter numbers, building addresses or property lines or other identifiable markers.

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☐ work trucks   ☐ picture   ☐ circus   ☐ generator   ☐ lighting

Film Location and Scene Details Kit

Incident Report

Date: _____ Location: _____

Approximate time of incident: _____

Production Title: _____

Locations Manager and Contact: _____

Description of the Incident

Action Taken:

Follow Up:

Witnesses / Police (names and contact details):