

COURSE NAME AND NUMBER:	
PROD. #:	PRODUCTION TITLE:
DIRECTOR:	PRODUCER:

LOCATION FACT SHEET

SCRIPT LOCATION NAME:	SCENE NUMBER(S):
LOCATION:	
ADDRESS:	<input type="checkbox"/> DAY <input type="checkbox"/> NIGHT
	<input type="checkbox"/> INT <input type="checkbox"/> EXT
CONTACT NAME:	
TELEPHONE:	

AVAILABILITY	DISTANCE FROM PRODUCTION OFFICE	TELEPHONE ACCESS
No. of days needed	Miles	
Dates needed	Minutes	

FACILITIES	PARKING
<input type="checkbox"/> TOILETS <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"/> PRODUCTION STAFF <input type="checkbox"/> EQUIPMENT	<input type="checkbox"/> GRIP TRUCK <input type="checkbox"/> CAMERA TRUCK <input type="checkbox"/> CAMPERS <input type="checkbox"/> CAST & CREW CARS <input type="checkbox"/> PICTURE CARS <input type="checkbox"/> GENERATORS <input type="checkbox"/> VANS (Prop, Sound, Etc.)

DESCRIPTION OF LOCATION	ELECTRICAL DISTRIBUTION		
SIZE OF ACCESS DOOR:	<input type="checkbox"/> BOX AVAILABLE		
CEILING HEIGHT:	CIRCUITS:	AMPS:	VOLTS:
WALL FINISHES:			
CEILING:	<input type="checkbox"/>	<input type="checkbox"/>	
FLOOR:			
NATURAL LIGHT:			
PRACTICALS:			
		<input type="checkbox"/>	<input type="checkbox"/>

SOUND ENVIRONMENT:	SPECIAL PROBLEMS:

ROOM PLAN ON BACK ROUTE MAP ON BACK (Indicate compass direction on both)

LOCATION MANAGER

LOCATION SCOUT