

# LOCATION FACT SHEET

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PROD. #	DIRECTOR	PRODUCER	LOCATION MANAGER

LOCATION INFO		SCENE
Script Location Name	Location	Number(s):
Contact Name	Address	
		<input type="checkbox"/> Day
Telephone		<input type="checkbox"/> Night
		<input type="checkbox"/> Interior
		<input type="checkbox"/> Exterior

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

FACILITIES	PARKING
<input type="checkbox"/> Restrooms	<input type="checkbox"/> Grip Truck
<input type="checkbox"/> Actor's Area	<input type="checkbox"/> Picture Cars
<input type="checkbox"/> Eating Area	<input type="checkbox"/> Camera Truck
<input type="checkbox"/> Secure Storage	<input type="checkbox"/> Generators
<input type="checkbox"/> Makeup	<input type="checkbox"/> Campers
<input type="checkbox"/> Production Staff	<input type="checkbox"/> Vans (Prop, Sound, etc.)
<input type="checkbox"/> Wardrobe	<input type="checkbox"/> Cast & Crew Cars
<input type="checkbox"/> Equipment	

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DESCRIPTION OF LOCATION	ELECTRICAL DISTRIBUTION
Size of Access Door: _____	<input type="checkbox"/> Box Available      Phase: _____      Circuits: _____
Ceiling Height: _____	Volts: _____      Amps: _____
Wall Finishes: _____	Distance from set: _____
Ceiling: _____	<input type="checkbox"/> Meter Loop Needed <input type="checkbox"/> Installed      Phase: _____
Floor: _____	Volts: _____      Amps: _____
Natural Light: _____	Distance from set: _____
Practicals: _____	Distance from Loop to Transformer: _____
	Are Room Outlets Grounded?: <input type="checkbox"/> Yes <input type="checkbox"/> No

SOUND ENVIRONMENT	SPECIAL PROBLEMS

☐ Room Plan Attached      ☐ Route Map Attached