

Location Breakdown Information Sheet
EXAMPLE

Production Title: Dracula Vs. Frankenstein III		Producer: Jane Doe	
Director: Joe Dirt		Date: Jan. 16/2019	
Location Specification Sheet			
Contact Name: Travis Barker			
Address: 123 Avenue St., Anywhere, ON, L6R 0W2			
Phone #: 647-200-1234		Email: travis@aol.com	
Dates Needed: Monday, Feb. 6 to 8/19		# of Prep Days: 1	
# of Shoot Days: 2		# of Wrap Days: 0	
Cost: \$1100.00 per day		Location Availability: Mon – Fri. 9 am to 6 pm	
Scripted Location: Woman jogs through park		Scene #s: 1	Int/Ext Day/Night
Distance from Production Office: Miles/Kilometers: 25 km.		Time Hours/Minutes 30 minutes by car 2.5 hours by bus	
Secured by:	Contract X	Permit X	Insurance <input type="checkbox"/> Key <input type="checkbox"/>
Support Needed:	Police Yes/ No	Fire Yes/ no	Security Yes/ No
Nearest:			
Hospital	Fire Dept.	Police Dept.	
Address: Full address of the nearest hospital, fire department and police department.			
Phone #: There communications #. Not 911			
Floor Plan: On a separate paper.			
Ceiling Height: Floor to ceiling	Floor: What is on the floor? Colour?	Walls: What is on the walls? Colour?	Ceiling: What is the ceiling made of? Colour?
Lighting Notes (Ambient and Available):			
Practicals: What lights actually exist in the space?	F-Stop	Iso	Time of Day

Electrical:					
# of Circuits	# of Outlets	Amps:		Box Access: Yes/No	
Facilities:					
Bathrooms Where? How far from set?	Secure Storage: Where? How far from set?	Make-up Area: Where? How far from set?	Wardrobe Area: Where? How far from set?	Eating Area: Where? How far from set?	Equip. Staging: Where? How far from set?
Production Staff: Where? How far from set?			Actor's Area: Where? How far from set?		
Parking: If applicable					
Cast/Crew Parking:	Location: Where? How far from set?		Cost: How much? Who's paying for it?		
Sound Environment:			Problems/Limitations:		
Required Construction/Set Dressing			Potential Safety Hazards:		