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| **PROD. NUMBER** | **PRODUCTION TITLE** | **DISTANT LOCATION (CITY & STATE)** |
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| Description of the distant location: |  |
| Why this location is essential to the success of the film: |  |
| Schedule of travel days and drive times during the production week: |  |
| Budget/plan for transporting, housing and feeding the cast and crew: |  |
| Budget/plan for transporting, housing and feeding a faculty member: |  |
| Plan for transporting, parking, and securing vehicles/equipment: |  |
| Back-up plan if essential equipment goes down: |  |
| Schedule for locking locations and accommodations: |  |
| Local back-up plan, if distant location is not feasible: |  |

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| PRODUCER’S NAME |  | SIGNATURE |  |  | DATE |

**Approved by:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tony Ciarlariello |  |  |  |  |  |
| HEAD OF PRODUCTION’S NAME |  | SIGNATURE |  |  | DATE |