



PROD. NUMBER	PRODUCTION TITLE	DISTANT LOCATION (CITY & STATE)

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:	

PRODUCER'S NAME

SIGNATURE

DATE

Approved by:

HEAD OF PRODUCTION'S NAME

SIGNATURE

DATE