

Project: Lament's Embrace

Date: 31/03/2024



CONTACTS ON LOCATION		
Production Manager	Jacob Jempson	T: 07368 902757 E: jacobjempson@gmail.com
Production Team		c/o

LOCATION CONTACTS (Maps enclosed at end of call sheet)		
Sunday 31 st March 2024	Keeper's Cottage, Thornton Road, Milton Keynes, MK17 0HA Ashridge Forest RC46+V8, Berkhamsted HP4 1LX	<u>Parking:</u> Only planned to bring 2 cars, with space enough for the two of them within the driveway of my house. Plentiful parking around the estate – parking must be paid for within specific places

TRAVEL AND TRANSPORT

Closest transport links:

The only available transport that would be available is a taxi within this area, with Uber and other services leaving Skyline as the only consistent option. [01270 550074](tel:01270550074)

Remote Login Wifi Access Onsite – all crew onsite
Choose the network The Batman and enter the password for remote Wifi access.

HEALTH & SAFETY		
EMERGENCY CONTACTS – IN THE EVENT OF AN EMERGENCY CALL 999		
POLICE	HOSPITAL	FIRE
Hertfordshire Police – Berkhamsted Police Station 161 High St, Berkhamsted HP4 3HB T: 01707354000	Hemel Hempstead Hospital Hillfield Rd, Hemel Hempstead HP2 4AD T: 01442213141	Berkhamsted Fire Station 30 Castle St, Berkhamsted HP4 2DW T: N/A
RELEASE FORMS: Please ensure all relevant paperwork is completed before filming commences. All release forms are signed and agreed on or prior to being on location. There is a copy of our public liability insurance in your paperwork file – please present this to any supplier who has a query over our insurance cover.		
THEFT: Please take extra care with all personal belongings and equipment and never leave kit in the car overnight.		
CLOTHING: There is no such thing as bad weather, just the wrong clothing!		

The data contained in this document is produced for immediate production purposes only. In order to comply with the Data Protection Act, please ensure that the document is retained safely and securely destroyed (shredded or placed in a confidential waste bin) when no longer needed.

Please bring suitable clothing to protect yourself from the sun and/or wet conditions– check the forecast provided by crew before leaving for filming.

RISK ASSESSMENT:

Please ensure that risk assessments are completed for each shoot prior to commencing filming. This is a legal obligation and is part of our insurance terms. This must be read by all crew involved prior to filming.

THE ULTIMATE RESPONSIBILITY TO ENSURE RISKS HAVE BEEN ACCURATELY ASSESSED RESTS WITH THE PRODUCER/ DIRECTOR PRESENT.

We recognise our duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all individuals contracted to the production in accordance with the requirements of the Health and Safety at Work Act and related Codes of Practice.

You recognise that the law makes it the duty of all employees to take reasonable care for their own health and safety and that of others, and you agree to comply with all health and safety measures implemented by the Company. Please refer to attached Risk Assessment forms.

NO SMOKING ON LOCATION. ABSOLUTELY NO ALCOHOL CONSUMPTION.

FIRST AID:

First Aider on location and kit located within car

KIT LIST

CAMERA – C100

SOUND – Built-in microphone attached to camera

Production SCHEDULE

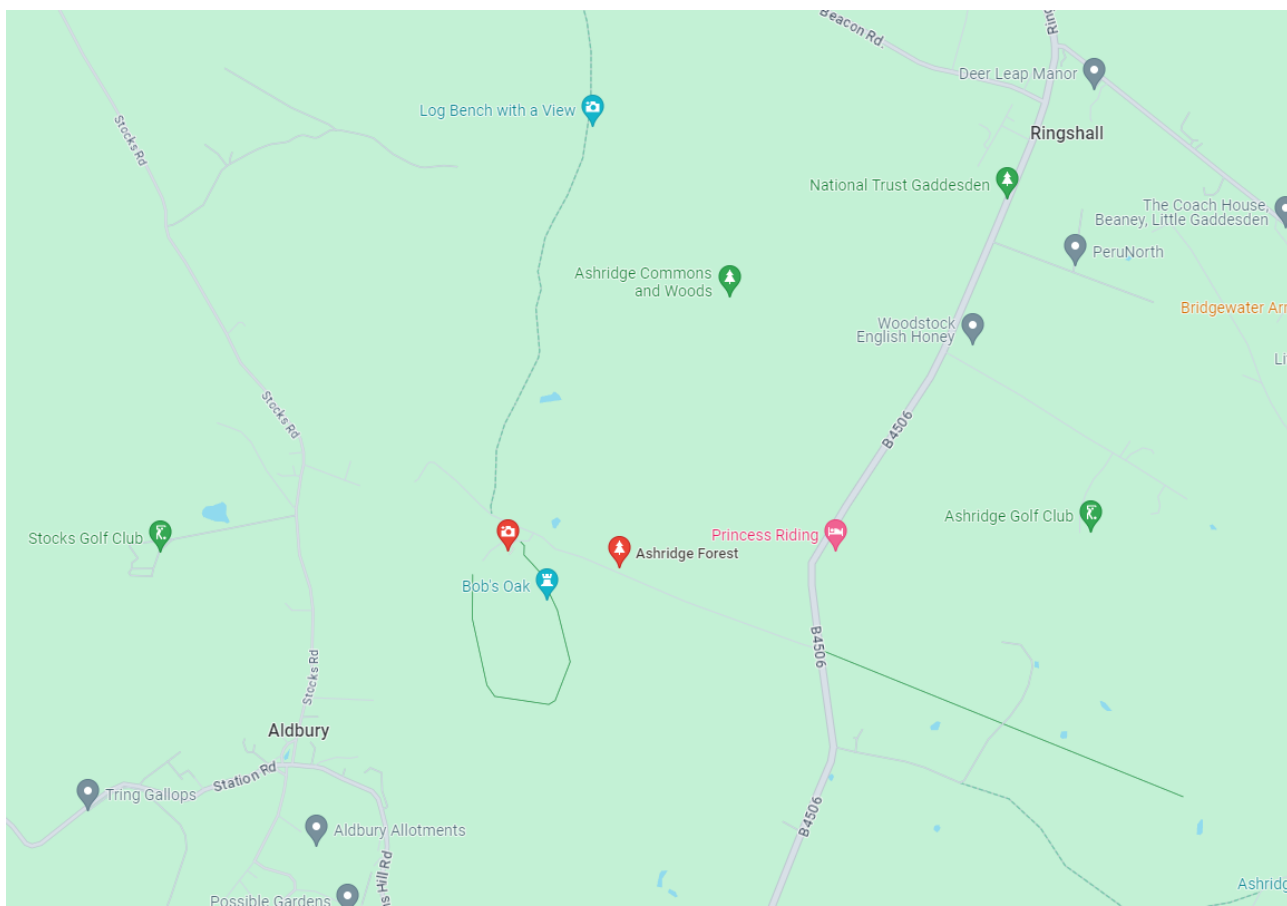
Mon 11th Jan	1300	Pickup actor from train station
	1330	Look over production materials and prepare equipment
	1345	Start filming
	<u>1630</u>	Break (10 mins)
	2000	Finish filming for the day

MAPS AND AREA INFORMATION

Location 1



Location 2



GENERAL PRODUCTION FILMING GUIDELINES

HEALTH AND SAFETY:

- Please read the risk assessment for each shoot for specific guidance.
- Please report any accidents/near misses etc to Production Manager/Production Office immediately.
- First Aid kit will be supplied along with appropriate safety equipment on a case-by-case basis.
- If, at any time, you feel that your personal Health and Safety is being compromised please advise the Production Manager immediately.

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BREAKDOWN OF COPYRIGHT CONCERNS ON LOCATION:**RELEASES:**

- Broadcasters approved releases should be obtained for anyone featured on camera for broadcast.
- 'Featured' means CU of someone and/or anyone who speaks.
- If in doubt pls get a release.
- Young/old persons are likely to be viewed as vulnerable, it is therefore essential that you get a release form for them and/or their carers/guardians.
- Filming signs should be put up when filming in crowds.
- NB: Please speak to the Production Manager if in any doubt regarding release forms or legal documents.
- Release Forms should be provided in local language where appropriate.

MUSIC:

- Be aware that if you film with background music (i.e. pubs etc) you may be unable to use this footage if you have contributors talking over the music. If it is commercial music it is unlikely that we will be able to clear this for broadcast for WW productions.
- People singing or speaking song lyrics would also need to be cleared otherwise this will be unusable.

COPYRIGHT:

- Photos - pls obtain appropriate release (this also applies to press stills photography – the photographer should sign a release form) these always have a moral copyright (i.e. author will always have to give permission).
- Artwork (paintings/sculptures etc) - pls avoid filming artwork in shot.
- Books/papers/posters/cd covers/magazines all need clearance if featured/prominent.
- Website pages will need clearance from the copyright holder if filmed.