



## **Guide for Location Owners Working with Location Managers & Preparing for a Film Shoot**

### **The First Visit**

- Check your diary and let the Location Manager know if there are any dates you cannot do.
- Ask the Location Manager the following questions so you have a clear idea of what filming will involve:
  - Are the scenes straightforward?
  - Who are the stars in the film?
  - What else has the Director and Production Company done?
  - Will the Location Manager tell you if the location is rejected?

### **Visit Two: Your location is a viable option**

- If you are still being considered after the first visit, the Location Manager will let you know. Ask the following questions at this stage:
  - Are there any fights, explosions or smoke effects planned? How will these be done?
  - What will the Art Department be doing and how long will it take?
- Ask for evidence of the Production Company's insurance (minimum £1 million public liability)
- Discuss contract details and the fee with the Location Manager.

### **Visit Three: Thinking about technical aspects of the film**

After this visit all the plans are finalised:

- You should agree on the fee and dates. Dates will only change in an emergency.
- Find out if the Director of Photography or the Art Department have any further requirements.
- Make sure you agree to the time the Art Department and others plan to arrive on dressing and striking days and when crew will arrive on filming days.
- The contract should arrive shortly after the third visit. Sign both copies and send the Production Company's copy back to them. If you are not happy about anything, tell the Location Manager immediately.

### **Visit Four: Filming**

- Arrange to be around as much as possible and find something quiet to do
- Know your location; crew members may need access to strange places
- Make sure that anything the crew turn off is turned back on again
- The fee should be paid on or before the first day of filming

### **Lastly: The Departure**

- Make sure the crew reinstates your property to your satisfaction before departure and check the location with the Location Manager. Do this as soon as possible – if not immediately after the shoot then check the following morning.
- If you are unhappy about anything at any time talk to the Location Manager, or contact Film London on 020 7613 7676 who will contact the Production Company on your behalf.

**We hope you enjoy the experience!**