

Production Location Brief

A copy-and-send template for a useful first location enquiry.

Project

Brand / production name, primary contact, invoice entity and intended usage (editorial, brand, broadcast, social or personal).

Schedule

Date, flexibility, access window, first crew call, client arrival, wrap and any sunrise, sunset or night work.

People

Talent, crew, client, drivers and visitors separately. Include anyone who needs parking, catering or holding space.

Working plan

Deliverables, scenes, preferred villa areas, mood references, sound requirements and wet-weather alternative.

Equipment

Camera, lighting, grip, sound, data and vehicle highlights. Flag large items, cable runs, generator needs and drone plans early.

Confirm in writing

Quoted scope, permitted areas, timing, crew cap, usage, deposit schedule, cancellation terms and the on-site contact.

Use this document to prepare a clear brief. It does not replace the project-specific booking agreement, technical recce or any permits your production may require.