

**Location Department**

# **Location Preparation Guide**



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## Forward

This manual was designed to be an introduction to location preparation. It is a guide and a compilation of tools to be used by Preparation Production Assistants. **The nature of the Prep PA's position requires flexibility.** This must be kept in mind during the reading of the guide and, more importantly, on the job.

As with most professions, effective location preparation can be performed in many ways. Individual and production-specific practices may vary and production practices may even be counter to suggestions included in the Location Preparation Guide. Again this document is a guide and not a substitute for common sense or for critical decision making skills in specific situations. Before employing this guide, consent with your Location Management Team.<sup>1</sup>

The intention of this guide is that it be copied (multiple copies of certain sections) and kept in binders (suggested 2-3") for Preparation Production Assistants.

## Acknowledgements

During the creation of this guide, several locations professionals contributed comments, suggestions, reference material and other efforts. The contributions of the following are greatly appreciated:

Kendrie Upton  
Jina Johnson  
Alix Falkiner  
Michelle Bond  
Judson Pooyak  
Amanda Konkin  
Everett Nolan

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<sup>1</sup> NOTE: This manual is reference material for preparation production assistants and other film production personnel. The information contained in this document is strictly a guideline for safe, effective location preparation. Some Production Companies and Location Management teams may use procedures different than those contained in The Location Preparation Guide.

## Location Department Location Preparation Guide

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## Location Department Role on Location

Location filming (as opposed to a studio shoot) is when a production uses a real-life location instead of a production-built set to shoot one or more scenes of the production. When location filming takes place, the skills of the Location Department are critical to production.



The key roles of the Location Department are:

- 1. represent the production company to ensure positive relations between the production (also the industry) and the public**
- 2. assisting to control the filming environment and enable the shooting crew to film effectively**

### Representing the Production

As an extension of the location management team, a **Location Preparation Production Assistant** assumes the responsibility of interfacing with location owners/employees, location liaisons, government officials, the public, and all prep and production crews on location. One of the main activities of the “prep” production assistant is acquiring and conveying information. Another responsibility of the prep PA is to protect the location from damage during production, preparation and wrap. Effective location protection may potentially save the production thousands of dollars in repair and restoration costs and, more importantly, it’s implementation helps to protect the reputation of the production, which facilitates continued future location shooting.

### Controlling the Filming Environment

Through a thorough familiarization with various aspects of the location and it’s surroundings, the Prep PA contributes greatly to reducing variables in the filming environment. The prep PA’s compilation of information can be critical to the flow of preparation and production on location.

## Property Owners, Employees and Liaisons

When a production occupies a location, the Prep Production Assistant(s) must interface with the property owner. The owner may have other representatives onsite such as an employee, relative, liaison or even a friend. In some situations, nobody may be present and in other's, preparation may take place during a fully operational business period. Just as the situation of location preparation may be complex, so may the situation a prep production assistants finds themselves in.



During prep, a production assistant must represent the film production and the crew with regard to the property owner, but the PA must represent the production and the property owner with regard to the crew. This duality can potentially put a Prep PA in a position of conflict as sometimes a property owner may wish to limit the activities of the crew to protect the property and the crew may wish to do whatever it takes to make the film. Finding a mutually satisfying course of action is often the role of the Prep PA; this may require extreme diplomacy. **In the end, if a Prep PA feels that either the property or the progress of production is at risk and a solution is not available, the best course of action is to contact the Location Management Team.**

It is important that a Prep PA always protect a property as much as possible. Even when a property owner seems unconcerned, the lack of concern may be due to the owner's understanding that all damage will be repaired at any cost. This is essentially true, therefore the Prep PA must represent the owner of the property and also, the owner of the liability which is the production company. **PROTECT!**

A notable task of a Prep PA is keeping a record of the hours liaisons and contractors such as cleaners are present.

### Location Information

The Prep PA's compilation of information can be critical to the flow of preparation and production. This guide contains a **Location Preparation Worksheet** which may be used to collect information pertinent to prep, shoot and wrap. The worksheet contains areas to record information such as:

- location owner contact information
- coworker and departmental contact information
- local emergency contact information
- contact information for neighbouring properties
- municipal curfews and regulations
- time of garbage removal and other municipal activities
- location of telephones, electrical panels, switches and outlets
- identification of hazards and safety concerns
- pertinent notes

Location Preparation Worksheet

Set Location	5251 The Street, Vancouver			In	700	Out	2300	Notable	
Set Name	INT/EXT. HOSPITAL			Curfew	700			Garbage P/U	Thursday
Circus Location	Holy Church, 431 This Street			Prep Access	700		1900	Door key loc?	PA/Security
Unit Crew Park Location	Holy Church, 431 This Street			Shoot Access	700		2300	Prep Key	Sam
Prep Crew Park Location	Street on-site			Wrap Access	700		1900	Prep PA	Mihn
Nearest Hospital	VGH, 899 W 12th Ave			Security	1900		700	Prep PA	
Contact	mobile	home	work	Note					
Rosemary Clooney	778-555-1234		604-555-1234	Owner					
Miles Davis	604-555-1234		778-555-1234	Liaison					
Big Ma Thorton		604-555-1234		Neighbour					
Prod. Contact	Dept/Title	Mobile	Prod. Contact	Dept/Title	Mobile	Prod. Contact	Dept/Title	Mobile	
Cole Porter	TAL	604-555-1234	Iggy Pop	Rig Gaffer	604-555-1234				
Enio Marriconi	ALM	604-555-1234	Rick James	Constuction	778-555-1234				
John Williams	LM	604-555-1234	Leon Redbone	Set Dec	778-555-1234				
Lemmy Kilmister	Key PA	604-555-1234							
Tom Waits	Van Key	604-555-1234							
Other contact	Service	Phone	Delivery	Pickup	Other Contact	Service	Phone	Delivery/PU	
Parallax	Prep Gear	778-555-1234							
Coastal Line	Cleaner	778-555-1234							
Halibuts	Mover	778-555-1234							
Half Moon	Washrooms	778-555-1234							
Mini Binge	Dumpster	778-555-1234							
Kellog's Tents	Tents	778-555-1234							
West Won	Lifts	778-555-1234							
Noise	Silenced (x)	Location	notable	Location					
Phone	x	BR, LR, basement, Den	Electric Panel	Stairwell, Basement					
Fax	N/A		Switches	Kitchen light (behind door), porch light (in LR)					
Fridge	x	PLUG IN WHEN DONE!	Outlets	2 in BR, 4 in DR, 1 in bath, 6 in Den, 2 in LR					
Furnace/AC	x	Control in porch	Exits	front, back, basement, fire exit in master BR					
Fans	N/A		( )						
	Location					Location			
Storage (Prep Stash)	Basement Closet					Fire Extinguisher	Front porch		
Storage (Locations Dept)	Shed					Water Hose	W side house		
Storage (Prop Owner)	Attic					Do Not Enter	Loui's room		
Storage ( Greens )	behind shed								
AD's	Master BR								
Cast	Rec Room								
BG	Back Yard Tent								
Room	Photos	Damage	Room	Photos	Damage	Room	Photos	Damage	
Front Porch	x	photos	MBR	x	N/A	Stairwell up	x	photos	
LR	x	N/A	Loui Rm	x	N/A	Stairwell down	x	N/A	
DR	x	N/A	Etta Rm	x	N/A	Rec Room	x	N/A	
Kitchen	x	photos	Bath up	x	N/A	Bath Down	x	N/A	

Use back of this form and additional pages for notes

## Location Walkthrough

Upon arrival, a Location Prep Production Assistant should perform a location walkthrough. This should preferably take place with the property owner, a representative, a liaison or a member of the production whom has previously scouted the location like the LM, ALM or TAL.



During the walkthrough photos may be taken and details on the **Location Preparation Worksheet** may be gathered. Now is the time to gather facts such as: where is the breaker panel and where are the fire exits. It is also a good time to consider possibilities such as: what areas may work for holding of cast and where may the set decorators store unneeded furniture. Preparing for these possibilities can be of great value to the Assistant Director and to other department heads.

On occasion, a Prep PA is thrust into action, protecting the property during an onslaught of crew. It is important not to let this cause the omission of a location walkthrough. Without the details recorded during a walkthrough Prep Pa's may find themselves in high pressure situations during a production delay when information is needed immediately to continue.

## Location Preparation Photos

Location preparation photos are an important part of the production's liability and risk management practices. A Prep Production Assistant should record the following photos:

- 1. General photographs of the entire location**
- 2. Detail of any previous damage**
- 3. Detail of safety concerns (forward to the locations management team immediately)**

### General Photographs of the entire property

#### **Rooms**

Photograph a room from two opposing corners. If the camera lens is not wide enough to see three corners in one shot, photograph the two to the right. Try and get some overlap in the photos.

Photograph each wall surface. Try to get some overlap. Photographs the ceiling and the floor.

Photo stitch (this sometimes gives a weird perspective, but may be helpful).

#### **Open and larger areas**

Photograph as many wide shots as needed to capture the area. Take closer photos of areas that are more susceptible to damage.

#### **Personal items, equipment and merchandise**

Photograph everything in wide shots. Include as many closer shots as possible (items are commonly moved during a shoot and they must be replaced to their initial positions).

### Detail of Any Previous Damage

Detailed photos of previous damage are highly important in an instance that a property owner may assume the damage occurred during the production company's presence.





Detail of Safety Concerns

The safety of anyone on location is top priority and any situations of concern should be photographed and submitted to the location management team immediately.



It is helpful to use a quality camera with as high a resolution as possible to facilitate reasonable images when the photo is zoomed.

## Location Protection and Preparation

A filming location can be anything from a forest in the middle of nowhere to a palace in an urban centre; both may require protection of some sort. The Prep Production Assistant must anticipate and react on-the-fly to ensure that the best possible protection is attained during the crew's process of prep, shoot and wrap.

### **TIP:**

Some Assistant Directors demand that set is protected before the crew arrives while others wonder why set was protected when it is all going to be removed anyway. It is better for a Prep PA's LM to be notified that the location was "needlessly overprotected" than it is for the LM to be notified that the location was not protected. Protecting an area usually takes from ten minutes to an hour; it is often good exercise and only a small percentage of a Prep PA's day. Thus **ERR ON THE SIDE OF CAUTION AND PROTECT THE LOCATION UNLESS TOLD OTHERWISE OR UNTIL ASKED TO REMOVE IT!**

### **Location Protection and Preparation Equipment**

The diversity of protection and preparation requirements of filming locations demands a specific prep kit for each location, the contents of which is determined by the Location Management Team. The Prep PA rarely sees a location or knows what to expect before arrival, so it is important to communicate with the team to ensure the proper preparations are made. If the Prep PA feels more equipment is necessary, the Location Management Team should be contacted immediately because it takes time to order and transport prep equipment. Typical location protection and preparation equipment includes:



- caution tape
- plywood, duradeck or similar product

- Location Preparation Guide
- waste bins
- cigarette butt can
- trash bags, paper towels, toilet paper, hand soap pump
- carpet mats (4'x6', 4'x8', 3'x8', 3'x10')
- 4' cardboard roll
- low tack delicate masking tape
- utility knife
- 2' bubble wrap roll
- furniture blanket
- 2' neoprene stair runner roll
- traffic cones
- 1/2"-3/4" plywood
- traffic safety signs and protective equipment

## Location Protection and Preparation Procedures

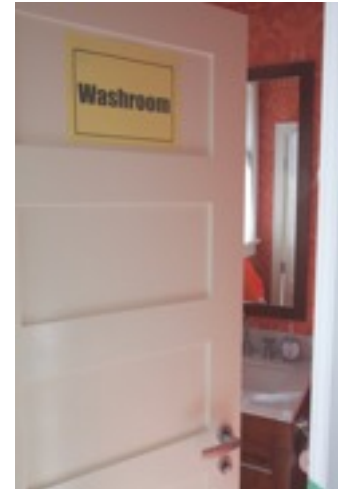
Over the years, general procedures for location protection and preparation have formed, but as each location is different, adaptation is often necessary. The following are standard location protection and preparation procedures.

### Location Signage

Signage is highly convenient for crews on location. Posting location signage as early as possible will relieve the Prep PA of much questioning and it will create a safer, more professional atmosphere for the crew. Non-show-specific location signage with adhesive directional arrows has been included in this manual.



Prep PA's are often responsible for removal of curb side parking restriction signage when the restrictions have ended. In some municipalities, the responsibility of erecting these signs falls on the production and it is often delegated to Prep PA's.



### Location Preparation Equipment Storage

Organization is a highly important element of location preparation; storing location prep equipment in an organized, easily accessible manner and keeping it that way throughout the prep/shoot/wrap phases is a process that is critical to the success of a Prep PA.



When location preparation equipment is delivered it is wise to determine a strategic location for a "prep stash" as soon as possible. When choosing a location for the prep stash it is important to think about several factors

such as rapid access, the flow of cast and crew, possible access blockage during prep or filming, multiple access routes, security, audio and picture issues related to use of the area, repeated removal and replacement of equipment and, is the location better suited to another department's needs?



### Fire Extinguishers

Fire extinguishers are optimally located close to entry/exit points, near combustibles and heat appliances, or on hand during activity with flame or flammables. The Location Management Team may provide several or no fire extinguishers. If a Prep PA feels more fire extinguishers may be needed, the Location Management Team should be consulted.

### Waste Bins



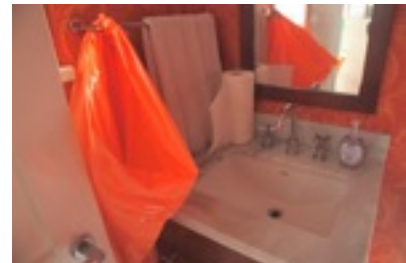
It is preferable to have a minimum of two prep/wrap waste bins at a location, one for the entry/exit point and the other for the main area of crew activity. If no more bins are available, optional trash bags may be suspended from doorknobs.

### Smoking Area

A smoking area may be designated in accordance to provincial smoking regulation. Generally, a smoking area should be safe and away from access routes, yet not so far away that it will be disregarded. Prep PA's should consider proximity of a smoking area to flammables and combustibles. A metal cigarette but container should be provided at a designated smoking area.

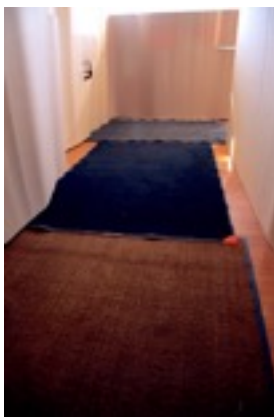
### Washrooms

It is a good gesture to stock location washrooms with production-provided consumables such as trash bags, paper hand towels, toilet paper, and a hand soap pump. The location owner's consumable should be stored out of sight until final wrap. If washrooms at the location are not suitable the prep PA maybe be required to consult the location management team to have a portable washroom placed on site.



### Floor Protection

Location carpet mats are generally used to protect floors. Efficient use of carpets is wise, as even what seems to be an excessive order can be magically swallowed up by a location's floors. It is important to consider sizes of carpets when laying them; in large areas, placing carpets of the same dimensions beside each other creates less overlap and is thus more efficient. When laying carpets it is important to avoid gaps but again, keep overlap to a minimum.



It is important to be careful when handling carpets, particularly around walls and markable surfaces because the dimpled rubber bottom surface of carpets can cause marks.

NOTE: Hoard some runners but also tuck away a few 4'x6's. Runners (long carpets with a 3' dimension) are important to keep on hand for tight hallways and narrow gaps of floorspace. 4'x6' carpets are also handy in certain situations such as in small rooms.

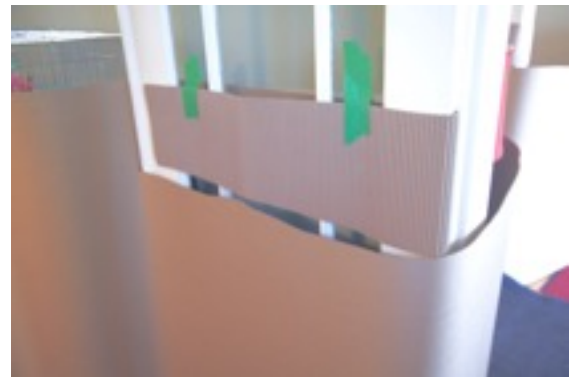
### Wall Protection



Walls are generally protected with cardboard that comes in rolls 4' wide. Cardboard is generally taped to the wall with masking tape, but in situations where surfaces are extra sensitive, creative cutting and wrapping can allow the cardboard to be supported by taping to itself or by making cardboard "tab and slot" fastenings.

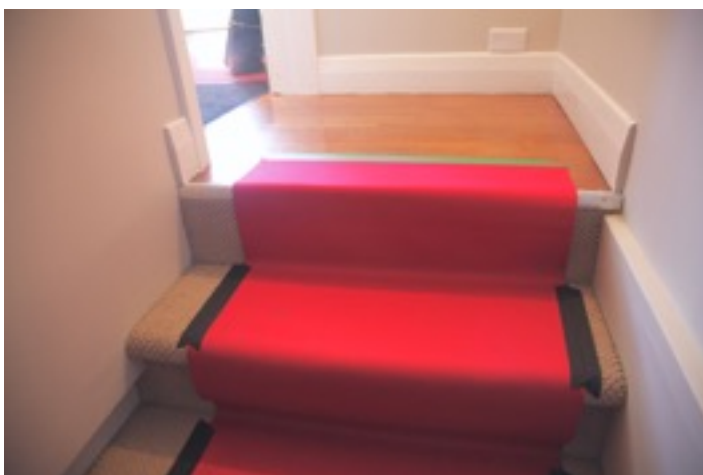
**NOTE ABOUT MASKING TAPE:** While masking tape is used as protection, in some instances, it can actually cause

damage. Masking tape comes in various levels of "tack" which usually has coinciding colours. Green masking tape is more adhesive, and when stuck to poorly prepared or older paint it can peel the paint when removed. Blue masking tape is lower tack and yellow is the lowest tack of all. Unfortunately, these lower tack tapes don't adhere as well and they may require much more tape or more monitoring during use to ensure they remain in place. Always read the labels of tape and look for "low tack", don't assume the level of adhesion by colour.

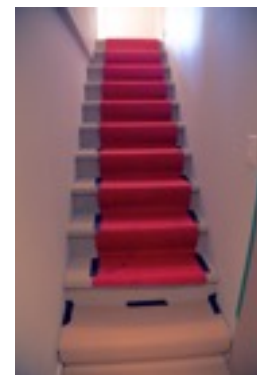


Also, take caution when taping wood, stone or any surface as adhesives may leave permanent marks.

### Protecting Stairs



Neoprene stair runners may be taped to stairs to protect carpet, wood or stone. When applying stair protection, caution must be taken to avoid creating trip hazards. Again, be careful taping wood or stone as the adhesive may leave permanent marks.



### Protecting Wood and Precious Surfaces

Protection of wood and precious surfaces such as stairway spindles or bannisters, cardboard, plastic bubble wrap and even furniture blankets may be used. Efficient use of protective material is always advised.

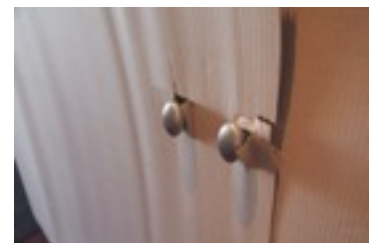


### Creative Covering

Some locations require creative means of protection; elaborate interior design, delicate materials and specific situations may prohibit typical protection practices. Prep PA's are on the less-creative end



of the film making process, so any situation that requires creativity can be looked at as a gift instead of a chore; have fun with it.



### Removal of Valuable and Fragile Items

Valuable and Fragile items such as artworks, photos, trophies and alcohol are often removed by movers or Set Dec, but they may sometimes need to be removed by the Prep Pa. In these situations move them with caution and store them in a secure area. If necessary, use cardboard, bubble wrap or furniture blankets to protect them during transport and storage.

### Protection of Outdoor Surfaces

Outdoor surfaces such as the lawn or a dirt path may not be designed to withstand the extreme traffic of a film production; these surfaces are best protected with plywood covering. It is important when moving plywood to use safe lifting practices which may include moving it with the help of a partner.

Other outdoor areas of concern such as fragile vegetation areas may be marked with caution tape or traffic cones.



### Placement of Traffic Cones



Traffic cones may be used along the curb of designated event parking areas to bring attention to production related parking restrictions. It is important not to use cones to prohibit parking until the restriction comes into effect.

Traffic cones may also be used on location to bring attention to obstacles, hazards and areas of damage concern.

### Information Gathering

Once the location has been protected, it is a good time to complete information gathering. Anything of note during the protection phase may be added to the Location Preparation Worksheet. Now, the location can be thoroughly scouted for its functional features such as: light switches, fuse panels, thermostats, garage door openers and the refrigerator switch or plug (never turn off a refrigerator for extended periods).

One good list to compile is “The Five F’s of Prep”:

1. phone
2. fax
3. furnace (heating and cooling)
4. fridge
5. fans



## Preparation Support Services

During location preparation, the locations department may require products and services from local film production support providers. The Prep PA is the on-location contact and the on-site activity coordinator for these people. Support services include equipment providers and service providers.

It is important for the Prep PA to keep all paperwork provided by these providers and forward it to a member of the management team.

### Equipment Providers

#### Locations Equipment Supplier



Upon arrival, equipment should be counted and verified on the order slip.

In the case of the location prep kit, the order slip is key to keeping the prep order separated from the locations van equipment. Mixing the location prep kit with the locations van equipment is the first step down a slippery slope toward a production loss and damage situation.

Most Locations Management Teams ensure that a location prep kit does not leave the location with the shooting crew at wrap. Often Prep PA's, may be wrapped before the shooting crew wraps and if Set PA's are not informed, they may not know which equipment is from prep and which is from the locations van. One solution to this problem is for the Prep PA to simply take a photo of the prep order sheet and text it to the Van Key PA, the Set Key PA's and the ALM so that they will have the list at wrap.

#### Tents

Tent providers may need directions to a location and they may need instruction on where to place tents. If you do not have this information, contact the Locations Management Team.

#### Portable Washrooms

Portable washrooms should be placed out of potential shots, where they will not have to be moved. They should also be placed where they may be found by the prep crew, yet in a location that is somewhat private and non-intrusive.



### Waste Containers

Waste Containers should be placed out of potential shots and placed only once as they are costly to move if necessary. Accessibility by crew trucks is important as is enough distance to keep potential waste smells away.



### Lifts and Heavy Machinery

The landing and removal of lifts and heavy machinery may require careful consideration and possible traffic control. Prep PA's may be

required to respond quickly to a potentially dangerous traffic situation caused by the arrival of a transport vehicle carrying one or several lifts. If possible, plan ahead for lift and heavy equipment arrivals and have drivers land in the safest area.



Lifts and equipment should be parked out of all traffic routes and stored safely from damage and theft. If there is question, contact the Locations Management Team.



### **Service Providers**

#### Movers

The moving team may require information from the prep PA regarding items that may need to stay or go. This information is often photo references and should be obtained from the location management team. Prep PA's may assist movers to attain nearby parking and location access.

#### Cleaners

During prep, cleaners are occasionally required. Prep PA's may help cleaners to interpret the needs of pre-cleaning a location.

#### Restoration Services

Restoration services may be required during prep or wrap. To assist the Location Management Team, Prep PA's should take photos of restoration.

## Preparation Crew on Location

The preparation of a location may take anywhere from hours to months. Alterations and decoration for picture, modifications for safety, on-site storage and multiple viewings from the creative team and from many departments are just some of activities that may take place.

Members of the various prep crews may be extremely diverse in skill, background, geographical origin and age. Prep personnel generally have leads or supervisors on location, but not always. Occasionally, prep crews may have a tight timeline. Dealing with preparation crews requires a professional attitude, flexibility and, sometimes it even requires creativity.

If the activity of any prep personnel is in question, the prep PA should contact the location management team for confirmation.

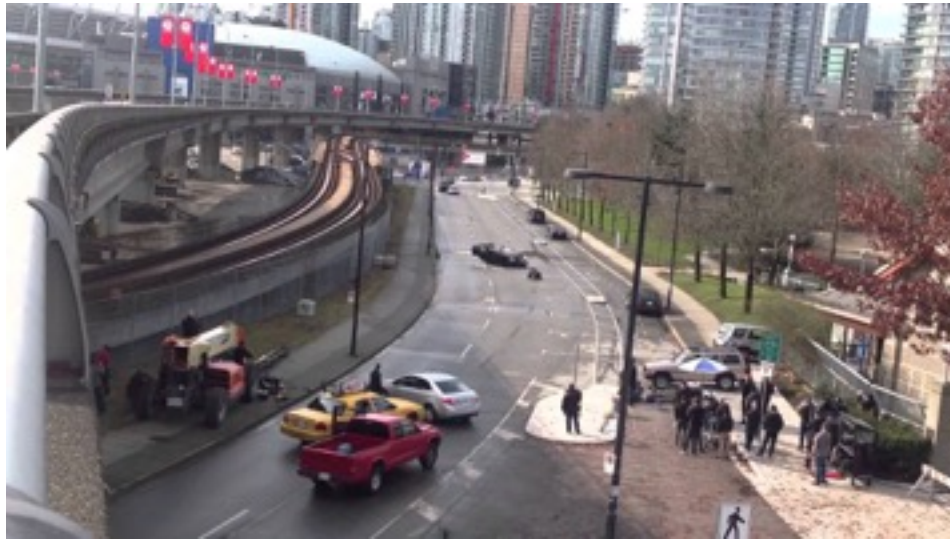
Some of the preparation crews a prep PA may encounter are:

- Security
- Rigging Electrics
- Rigging Grips
- Greens Department
- Construction Personnel
- Paint Personnel
- Set Decorators
- Picture Car Drivers
- Stunt Performers
- Visual Effect Personnel



## Shoot Day(s)

To work in film and television it is important to embrace a joy for the art of film making. Location shooting is a magical experience and most people involved feel that on some level. The members of the shooting crew can have that experience every day, but for the Prep PA it is potentially a more special experience.



Shoot days are the pinnacle of the prep production assistant's prep/shoot/wrap period. If the location has been thoroughly prepared, the prep PA is positioned to be it's pillar. It is important to know that shoot days are the times when the efforts of

the prep PA shine through. The prep production assistant that helps build the credibility of the locations department in front of core production crew is the PA that likely always has work and possibly the one that advances into management more rapidly if they so choose.

On shoot days the prep PA is the main interface between the location/location representatives and the shooting crew (including the set PA's). The Prep PA must have as much information as possible about the location and must have answers or know how to find them quickly. Effective prep PA's will have tested all light switches, located electrical panels, notified neighbours of the shoot and recorded their phone numbers in case they forgot and decided to mow the lawn; a good prep PA can hold back a tidal wave (at least for a couple of hours).

On shoot days the Prep PA is available for assistance to the Key PA, the ALM and the AD. The Prep PA may also assist other departments to provide access to areas and to resources such as water, electricity and storage.



## Shooting Crew on Location

Shooting crews generally operate on a tight timeline, they may work alternating day/night schedules and they often work long hours. It is not uncommon to encounter fatigue related stress among the members of a shooting crew. This does not mean a shooting crew is exempt from standard location practices and precautions, but it does give rise for the Prep PA to find empathy for their situation and to interact



with added tact as necessary. As with prep crews, dealing with shooting crews requires a professional attitude, flexibility and it may even require creativity.

Some of the shooting crew a prep PA will encounter on shoot days are:

Locations	Catering
Assistant Directors	Hair
Camera	Makeup
Electrics	Costumes
Grips	Greens
Props	Construction
Special Effects	Paint
Picture Cars	Set Dec
Stunts	Security
Craft Service	Transportation

## Dealing with Emergencies

Dealing with emergencies is another area where a Prep Production Assistant may shine. Emergencies may include safety concerns, location damage, injuries on location, delays in production and more. The ability of a Prep PA to provide a solution or, at least, to be part of one is invaluable in the event of an emergency.

The first step in this process is to be prepared; if the Prep PA completed a Location Preparation Worksheet, the contacts that may be needed in the event of an emergency will be close at hand. Other emergency preparations such as having emergency

cleaning materials on hand or designating an area for the first aid attendant to access water and privacy may also be of crucial assistance.

The next step is to remain professional and make every effort to stay calm; many of life's emergencies become extremely escalated due to panic.

Other emergency responses include:

- Ensure safety. Even with the distraction of an emergency, safety must be kept in mind.
- Contact Necessary Personnel. These may include: the AD, First Aid, Electric Department, Fire Department, Police, Location Management Team, and City officials
- Contact Property owner if necessary
- Deal with the emergency if possible
- Take photos if necessary/possible
- Damage report if necessary
- Inform the location management team



## Dealing with Damage

Damage on location requires a Prep PA follow up as soon as possible. The longer the delay in follow up, the more potential for loss of information. With that said, if production is able to continue, elements of the follow-up such as photographs of damage may be delayed until the area is cleared of cast and crew.



### When damage occurs

- Ensure safety
- Find out what happened. In the instance of damage by a crew member it is important not to cast blame or judge as this presents no solutions or value
- Begin a damage report (provided with this guide)
- Take detailed photos of damage including a wide shot of area damage occurred. If possible, take photos before equipment causing damage has been removed (taking photos of damage while crew is present should be performed tactfully)
- Contact location management team
- Contact property owner (unless location management team does this)
- Protect damaged area from further damage
- Complete damage report
- Copy damage report for your records and ensure locations management team receives original

## Wrap Crew on Location

As with prep, the wrap of a location may take anywhere from hours to months. The Prep PA assumes the same role as in the prep phase with the added responsibility of ensuring the location is returned to its original state.

While the wrap crews are working, the Prep PA is often checking items off a list or, if the location is regarded as a jigsaw puzzle that had been dismantled during prep/shoot, the PA is helping the team to reassemble the pieces to get the original picture. Before final wrap is completed, tasks must be finished and items left behind must be removed. The Prep PA may have to inform wrap crews of items that may potentially be left behind or of tasks that may have been overlooked. This is an important time to pay close attention as wrap crews may sometimes need make a hasty departure and if something was overlooked, it may take time for them to return.

During the wrap process, safety, location protection and the gathering and transfer of information remain key parts of of the Prep PA's job.

Wrap crews are generally the prep crews removing their previous installations and making restorations. They usually include:

- Security
- Rigging Electrics
- Rigging Grips
- Greens Department
- Construction Personnel
- Paint Personnel
- Set Decorators
- Picture Car Drivers
- Stunt Performers



## Wrap Support Services

As with prep crews, wrap support services are generally the prep support providers removing their previous installations and performing restorations. During wrap, the Prep PA remains the on-location contact and the on-site activity coordinator for these support providers.

### Equipment Providers

#### Locations Equipment Supplier

At pickup, equipment should be counted and verified on the order slip. If there is a discrepancy, contact the Location Management Team.

#### Tents, Portable Washrooms and Waste Containers

The removal of tents, portable washrooms and waste containers is most often uneventful. It is important to schedule the removal of portable washrooms and waste containers late enough that they are no longer needed.

#### Lifts and Heavy Machinery

Lift and equipment pickup may also require a Prep PA to respond quickly to a traffic control need. Again, planning for this time can make it much smoother.

### Service Providers

#### Movers

Once again, Prep PA's may assist movers to attain nearby parking and location access. The Prep PA's location photos may be helpful to movers as they replace the contents of the location.



#### Cleaners

Prep PA's may help cleaners by pointing out areas of the location that were used by the crew which should be cleaned. Often, a cleaning company will ask the Prep PA to "sign them off", which means the Prep PA verifies that the location has been adequately cleaned. It may be helpful to have a location liaison or representative do this if they are present; if the Prep PA must sign off the cleaners, it is important to ensure the location is acceptably clean (at least as clean as it was upon arrival).

#### Restoration Services

To assist the Location Management Team, Prep PA's should take photos of restoration.

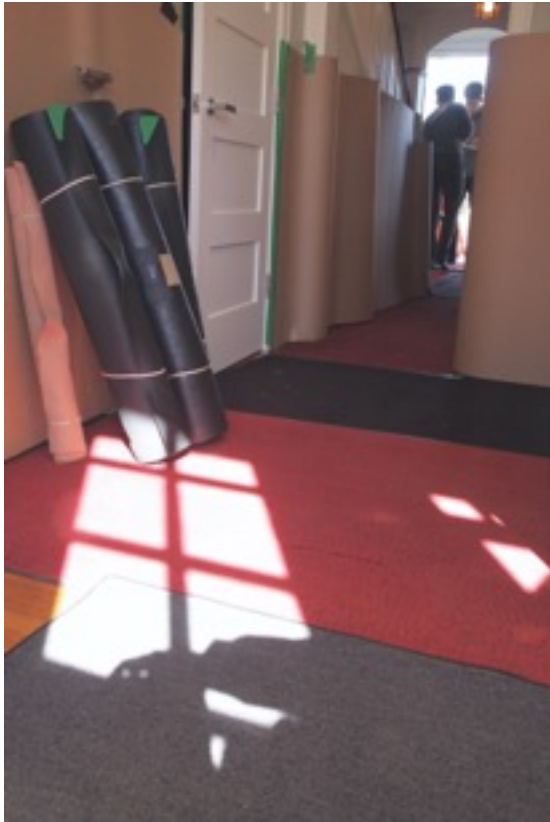


## Removal of Location Protection

During the removal of location protection, Prep PA's should work cautiously and observe carefully.

### Remove Tape Carefully

The removal of masking tape should be performed slowly. If paint begins to lift, cut the tape as the cardboard is removed, leave tape adhered to the wall and contact the Locations Management Team who may consult the Paint Department about the situation.



### Care with Carpets around walls

As mentioned, the textured rubber bottom surfaces of location carpet mats can mark wall. Take extra caution during removal and transport of carpets.

### Observe Surfaces Under Protection

As protection is removed, Prep PA's should observe surfaces carefully, noting any damage. Damage found during protection removal should be compared to location prep photos to determine if it is previous or new.

### Note Damage and Perform Reports as Necessary

If damage is found during removal of protective materials, a Location Loss and Damage Report should be completed and the location management team should be contacted.

### Dispose of or Recycle Protection Materials

Protection materials must be removed from the location. Location equipment suppliers often take used and unused expendable materials as a customer service, if so, ensure materials to be returned are compressed and packaged tidily. Leftover materials must be disposed of or removed.

## Final Wrap

When all prep/wrap crews and service providers have left the location and all location protection has been removed, a series of finalizing activities helps to complete the process in order to relieve the production of the need for it's presence. These activities are as follows:

### Prep PA Wrap Inspection

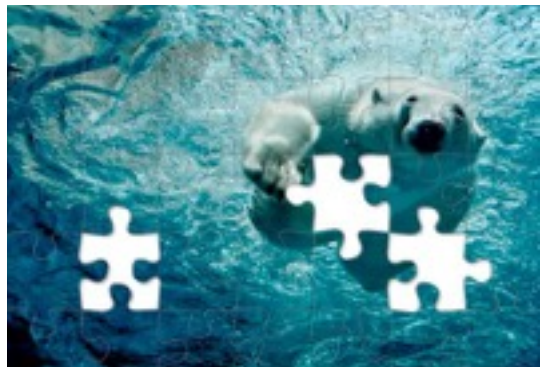
Inspect the entire location thoroughly, making notes of damage, missing items, items out of place, and anything that looks different from the location walkthrough. Carry the location preparation worksheet for reference during this inspection. If damage is found a Location Loss and Damage Report should be completed.

### Photo Comparisons

Use photos previously taken to compare positions of items that may have been moved and to compare previous damage to potentially new damage. If damage is found a Location Loss and Damage Report should be completed.

### Replace Remaining Items

Replace items to their original locations (use previous photos to verify). Be cautious because the location is no longer protected (larger items such as a bookshelf or sofa should be replaced before protection is removed).



### Review Location Preparation Worksheet

Even if all is in order, review the worksheet one more time and check each section to ensure all details have been attended to.

### Final Inspection with property Owner/Representative

Final inspection is an important process that gives the production company and the property owner an opportunity to view the end result and agree face to face that all is well (or not). If something needs attention, it can be attended to immediately and if not, it can be noted as a condition to be completed before the location is signed off. If all is well, the Prep PA can proceed with the owner to have the location signed off.

### Final Inspection Sheet

When the Prep PA participates in a final inspection it may be helpful to record details in case of future inquiry; this guide includes a **Location Final Inspection Sheet** for that purpose.

**Location Preparation Worksheet**

Set Location				In	Out	Notable		
Set Name				Curfew			Garbage P/U	
Circus Location				Prep Access			Door key loc?	
Unit Crew Park Location				Shoot Access			Prep Key	
Prep Crew Park Location				Wrap Access			Prep PA	
Nearest Hospital				Security			Prep PA	
Contact	mobile	home	work	Note				
Prod. Contact	Dept/Title	Mobile	Prod. Contact	Dept/Title	Mobile	Prod. Contact	Dept/Title	Mobile
	TAL							
	ALM							
	LM							
	Key PA							
	Van Key							
Other contact	Service	Phone	Delivery	Pickup	Other Contact	Service	Phone	Delivery/PU
	Prep Gear							
	Cleaner							
	Mover							
	Washrooms							
	Dumpster							
	Tents							
	Lifts							
Noise	Silenced (x)	Location		notable	Location			
Phone				Electric Panel				
Fax				Switches				
Fridge				Outlets				
Furnace/AC				Exits				
Fans				( )				
	Location						Location	
Storage (Prep Stash)						Fire Extinguisher		
Storage (Locations Dept)						Water Hose		
Storage (Prop Owner)						Do Not Enter		
Storage ( )								
AD's								
Cast								
BG								
Room	Photos	Damage	Room	Photos	Damage	Room	Photos	Damage

Use back of this form and additional pages for notes

**LOCATION PREPARATION CHECKLIST**

<b>Location Information</b>	
	Begin Location Prep Worksheet
<b>Location Walk Through</b>	
	Continue with location prep worksheet
	Take location photographs (reference, previous damage, <b>photo prep receipts for Key PA's, TAL and ALM</b> )
<b>Location Protection and Preparation</b>	
	Post location prep signage
	Location Prep Stash
	Fire extinguisher(s)
	Provide waste bins for crew (main entrance and working areas)
	Provide cigarette butt can/designate smoking area for crew
	Prepare washroom (toilet paper, paper towel, trash bag, remove owner's supplies)
	Carpet floor (4x6, 4x8, 3x8, 3x10)
	Protect Walls (cardboard, low tack delicate masking tape)
	Cover stairs (neoprene stair runner)
	Cover wood and precious surfaces (bubble wrap, furniture blankets, cardboard)
	Remove valuable and fragile items (i.e. collectables, trophies, alcohol)
	Protect outdoor surfaces if necessary (plywood)
	Place traffic cones in designated areas
	Take time to meet the neighbours, get contact info, determine garbage day, ANTICIPATE
<b>Shoot Day(s)</b>	
	De-protect and re-protect as required
	Assist Key PA, ALM, AD and any department needing location related assistance
	Be aware of location safety
<b>Dealing with Emergencies</b>	
	Ensure safety
	Contact necessary personnel
	Contact location management team
<b>Dealing with Damage</b>	
	Ensure safety
	Damage report
	Take photos
	Contact location management team
<b>Removal of Protection</b>	
	Ensure all major work is complete
	Be cautious when removing tape and adhesives
	Inspect surfaces beneath protection
	Dispose of materials
<b>Location Final Wrap</b>	
	Prep PA wrap inspection
	Photo comparisons
	Replace remaining items
	Review location prep worksheet
	Final inspection with owner
	Final inspection sheet



### Location Loss and Damage Report

Date of Report \_\_\_\_\_ Report by Whom \_\_\_\_\_

Reporter's Position \_\_\_\_\_ Department \_\_\_\_\_

Date of Damage \_\_\_\_\_ Time (if known) \_\_\_\_\_

Location \_\_\_\_\_

Owner of Property \_\_\_\_\_

Person(s) Causing Loss/Damage \_\_\_\_\_

Person's Position \_\_\_\_\_ Department \_\_\_\_\_

Witness \_\_\_\_\_

Description of Property \_\_\_\_\_

Circumstances of Loss/Damage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action/protection subsequent to damage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photos sent to whom \_\_\_\_\_ Confirmed Received \_\_\_\_\_

Report submitted to whom \_\_\_\_\_

Signed Received \_\_\_\_\_

*Submit to location management team and keep photo or photocopy of this document for record.*

## Terminology

**AC:** abbreviation for “alternating current”. Often used on film sets to refer to cables “I need a twenty five foot AC”

**Duradeck:** heavy plastic material used to protect the ground from trucks, etc.

**Five Ton:** short for five ton truck, a common sized work truck for film

**Gak:** abbreviation for “goods all kinds”, used to refer to equipment “get that gak out of the shot!”

**Gennie:** short for generator

**Gennie Op:** the person in charge of operating generators

**Greens:** a film production department that generally handles earth and vegetation

**Joy Cable:** heavy gauge, step-down cable often used in intermediate phases of electrical distribution. Joy cable can deliver a substantial “jolt of joy”

**Key Rigging Grip:** head of the rigging grips department

**LX:** short for electric

**Key Rigging Grip:** supervisor of the rigging grips

**Rigger:** usually refers to a grip or electric that pre-rigs grip or electrical components of a film set, often during location preparation

**Rigging Electric:** an electric department member that pre-rigs electrical components of a film set, often during location preparation

**Rigging Gaffer:** head of the rigging electrics department

**Rigging Grip:** a grip department member that pre-rigs grip components of a film set, often during location preparation

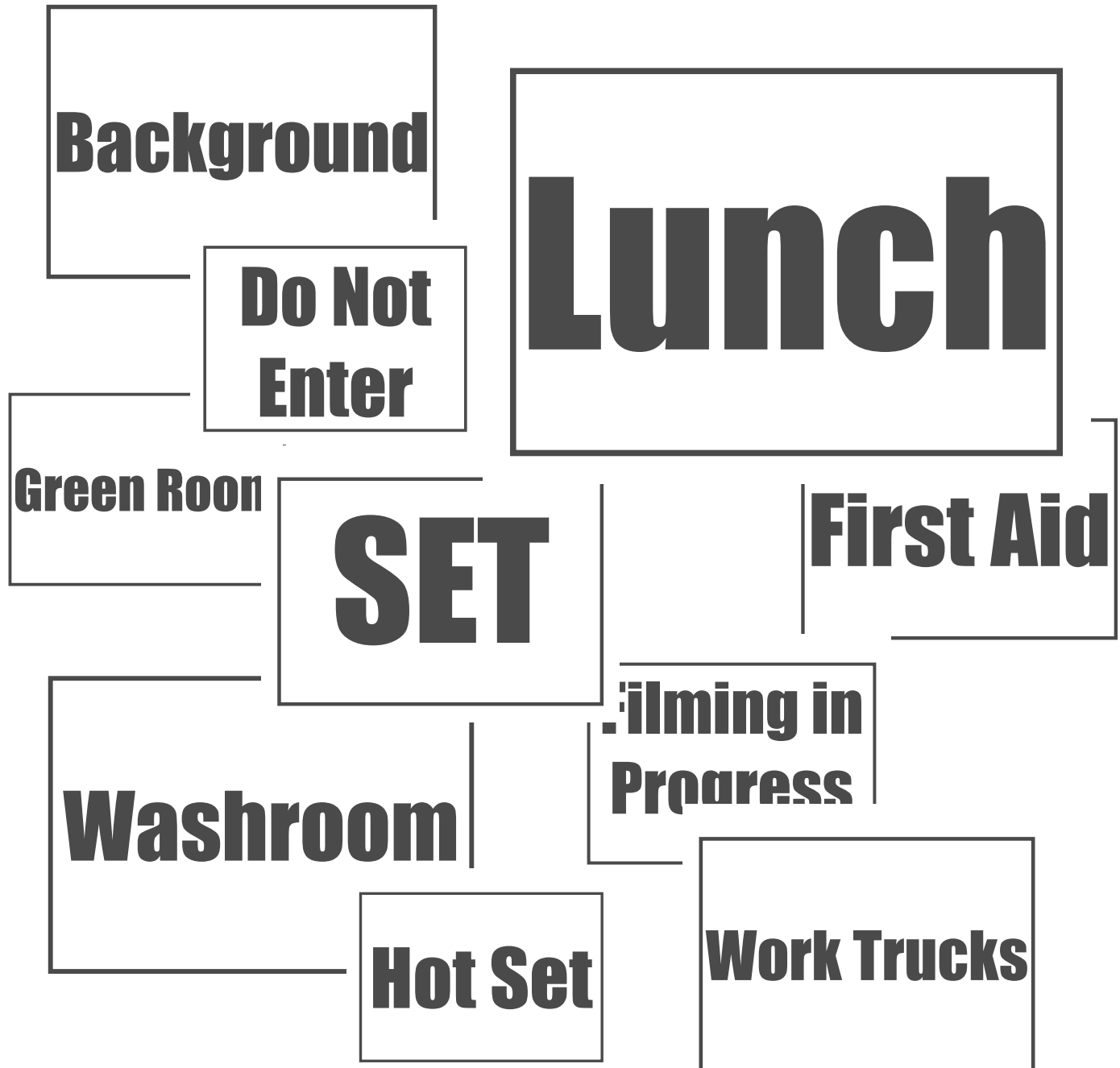
**Seaway:** heavy gauge, phased cable used to carry electrical current from a high output source such as a generator

**Stair runner:** location preparation equipment used to protect stairs, often made of neoprene

**On the day:** On the shoot day or when the camera rolls.

### Location Preparation Signage

The following section contains non-show-specific sign templates commonly used during prep/shoot/wrap. These signs include information and directions for crew and anyone on location. The final two pages have templates for directional arrows to be adhered to the prep signs as needed. These pages are formatted and ready to print on 2"x4" Avery 48163 Adhesive Labels (product number included on label templates).





## SIGNS

1. Background
2. Cast Only
3. Catering
4. Crafty
5. Do Not Enter
6. Filming in Progress
7. First Aid
8. Green Room
9. Hot Set
10. Lunch
11. SET
12. Smoking Area
13. Washrooms
14. Work Trucks
15. Blank Frame (Add Message with Felt Marker)
16. Horizontal Arrows (Print onto Avery 48163 Adhesive Labels)
17. Vertical Arrows (Print onto Avery 48163 Adhesive Labels)

# BACKGROUNDS

**First On**

**Estimating**



**DO NOT  
ENTER**

**Filming**

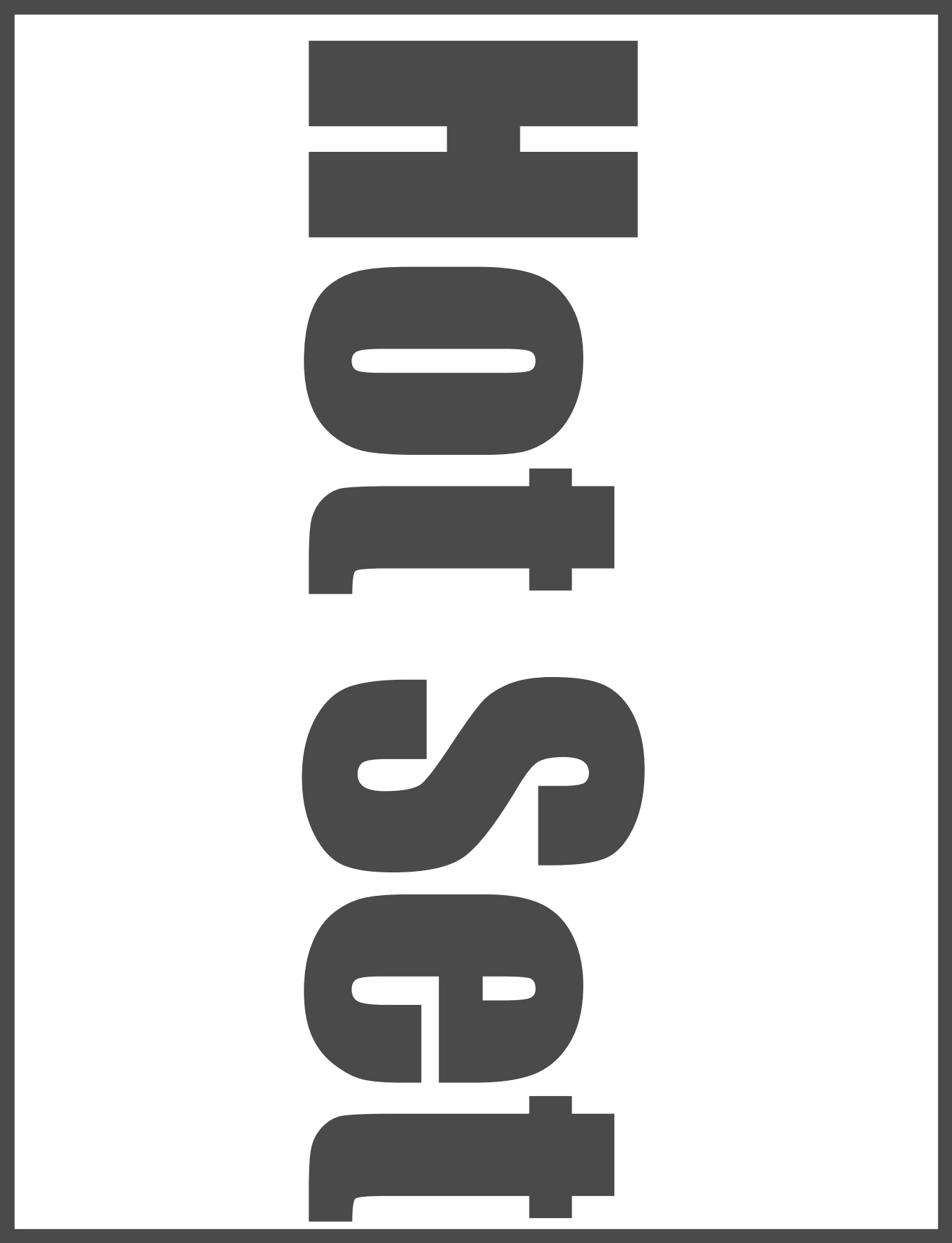
**in**

**Progress**

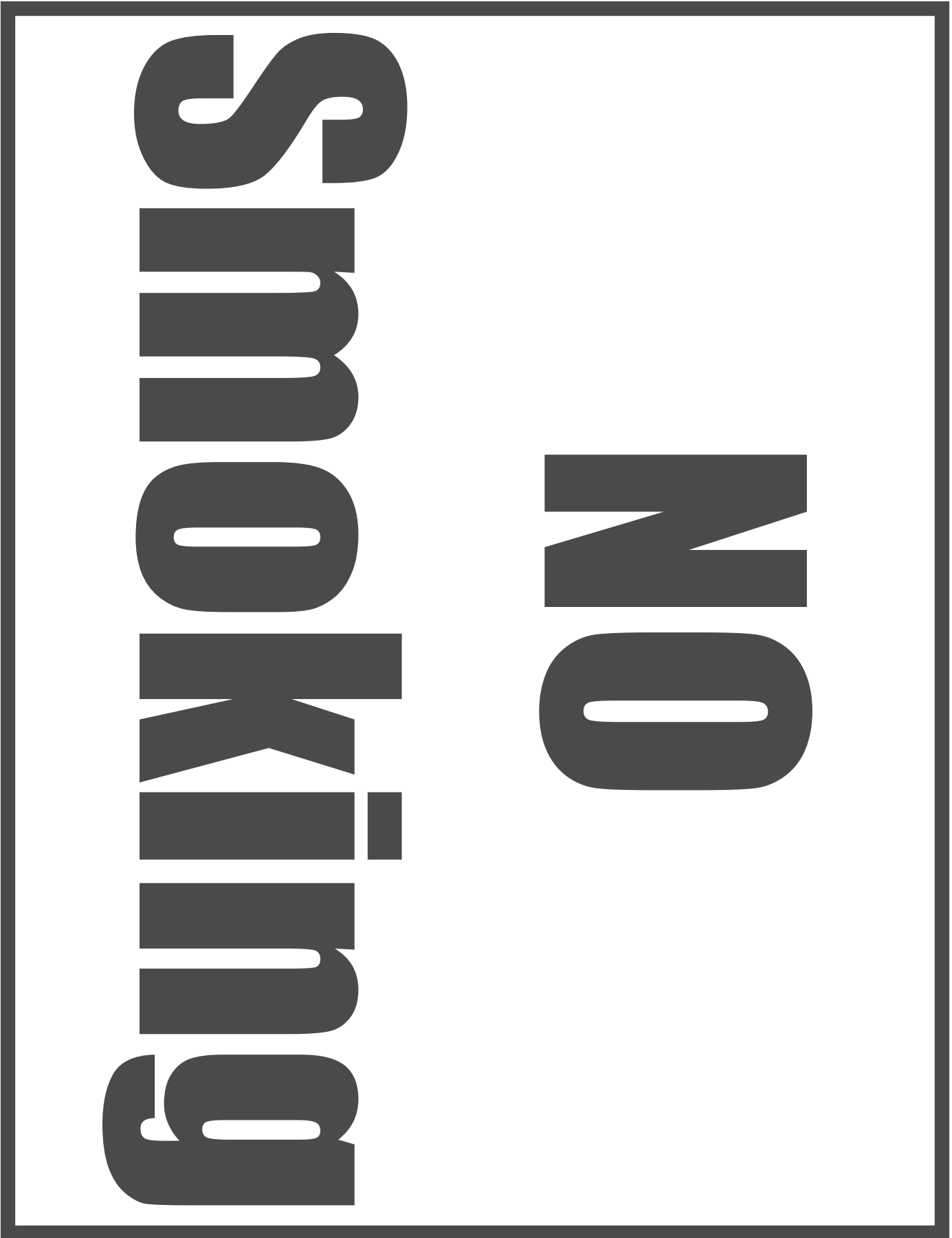
**First Aid**

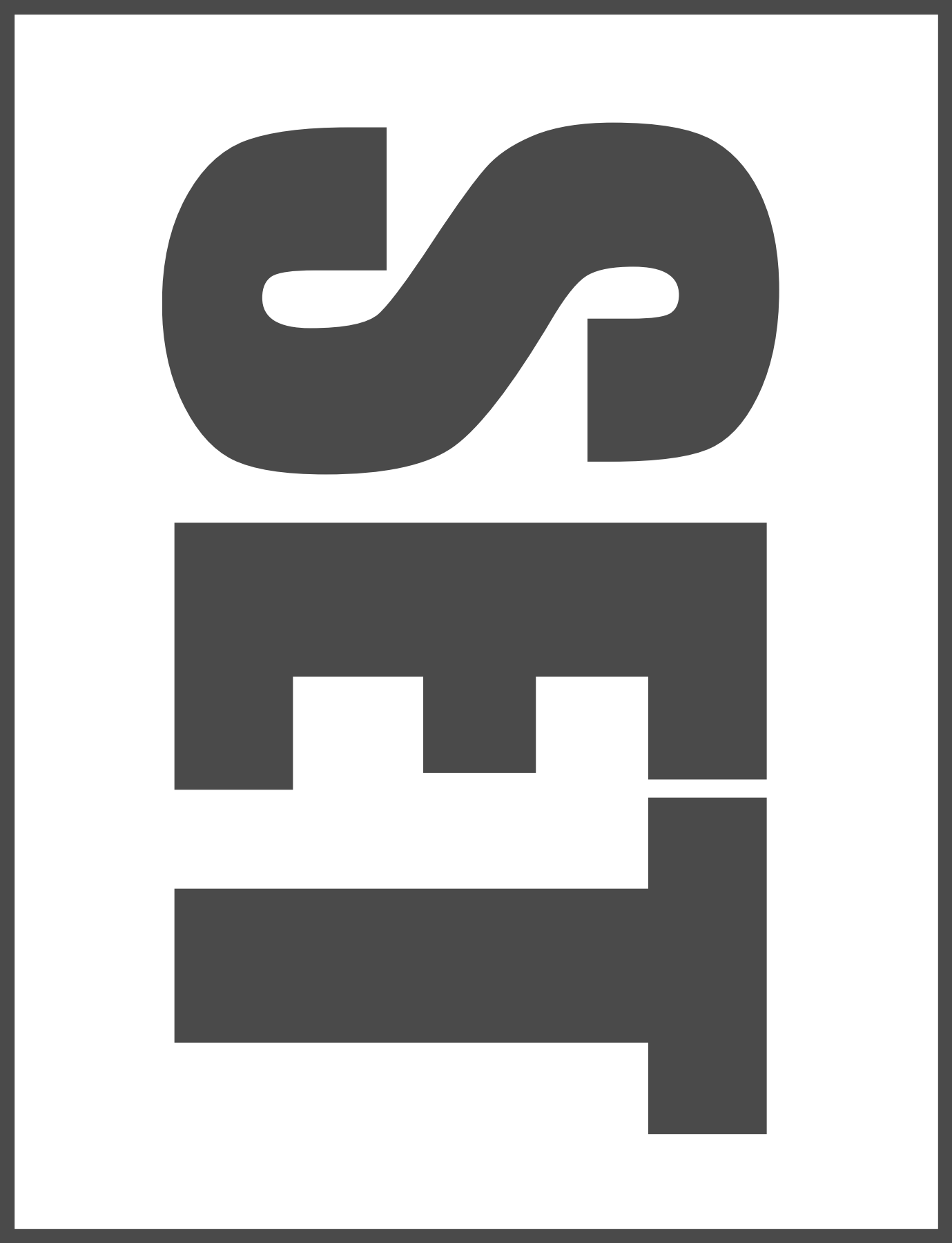


**GREEN ROOM**



**TRANSIT**





**Smoking  
Areas**

**Washroom**

**WORK TRUCKS**





