

**PRODUCTION: LOCATION SHOOT BOX CHECKLIST @ 12.06.13**



By no means exhaustive, but here's a good place to start!

ITEM		ITEM
<b>PRODUCTION PAPERWORK</b>		<b>HOUSEKEEPING</b>
Callsheet		Antibacterial hand gel
Filming Notice (for non-exclusive locations)		Antibacterial wipes
Petty Cash receipt slips		Bin bags
Public Liability insurance certificate		Glass cleaner spray
Release Forms		Napkins
Risk Assessment		Paper towels
<b>STATIONERY</b>		Tissues
Blue tack		Sticky lint roller
Bulldog/foldback clips		Sun cream
Gaffer tape		Umbrellas
Glue stick		<b>SNACKS</b>
Holepunch		Biscuits
Pens (Biro)		Fruit
Pens (Marker)		Haribo
Padded envelopes		Water
Paper		<b>MINI GROOMING KIT</b>
Stapler		Comb
Staples		Hairspray
Sticky tape		Hand mirror
Tape measure		Makeup wipes
<b>TECHNOLOGY</b>		Translucent powder and brush
GPS with charger		
Memory cards		
Production mobile w/ charger & SIM		
Stills camera w/ charger & memory cards		
Tablet with charger		
USB memory sticks		