



MAP ORDER CHECKLIST

1. Name of Production Company / Client
2. Logos (if needed)
3. Shoot Date
4. Set or Location Name
5. Location or Set Address
6. Base Camp Address
7. Crew Address (If separate from Base Camp)
8. Work Truck Address if Separate
9. Catering Address
10. Location Contact
11. Nearest Hospital – If you have a specific one in mind, otherwise will find closest with a 24/7 Emergency Room
12. Directions – Where you'd like them coming from (e.g. for Los Angeles – The West Side & Valley or from a specific hotel)
13. Date Needed by
14. Billing Company Information
15. Any special notes to be added to the map (ie – No Crew Parking at Location)