

**Silverlight Studios**  
**Example Temporary Filming Management Plan Template**

<b>Contact Details</b>	
Production Name:	
Production Manager:	
Production Manager's contact number [mobile]:	
Location Manager:	
Location Manager's contact number [mobile]:	
Contact Person for shoot days:	
Contact person's contact number [mobile]:	
<b>Dates and Times</b>	
<b><i>Site Preparation, set construction and set up</i></b>	
Start Date:	
Hours of operations [e.g. 8am to 5pm, Mon to Sun]:	
<b><i>Shooting Days</i></b>	
Start Date:	
Start Time:	
Finish Time:	
Wrap Date:	
Contingency Dates:	
Total Number of Filming Days:	
<b><i>Site Clean Up and Restoration</i></b>	
Start Date:	
Finish Date:	

Hours of operations [e.g. 8am to 5pm, Mon to Sun]:	
Any specific rehabilitation requirements [e.g. resowing of grass/crops]:	
<b>Production Details</b>	
<p>Location Plan:</p> <p><i>Insert site plan of back lot location showing</i></p> <ul style="list-style-type: none"> <li>• <i>Extent of shooting location</i></li> <li>• <i>Position and layout of temporary sets</i></li> <li>• <i>Position of any scaffolding or similar structure</i></li> <li>• <i>Position and layout of any marquees, toilets, catering, coral and/or parking areas</i></li> <li>• <i>Camera and lighting setup locations</i></li> <li>• <i>Distance to adjoining neighbours</i></li> <li>• <i>Distance to river terrace edge</i></li> <li>• <i>Any native vegetation in proximity to shoot</i></li> </ul>	

Action being filmed [e.g. dialogue, scenics, action sequence]:	
Number of persons on location - Crew:	
Number of persons on location - Cast:	
Number of persons on location - Extras:	
Equipment to be used [tick box]:	
Camera track [ ]	Tripod [ ]
Tracking vehicles [ ]	Dolly [ ]
Gator [ ]	Generator [ ]
Jib Crane [ ]	Fan/Wind Machine [ ]
Camera [ ]	Rain Machine [ ]
Drone/UAV [ ]	Other [ ]
If other please specify:	
<b><i>N.B. If drone/UAV is to be used drone operator must be suitably certified and must operate in consultation with Wānaka Airport air traffic control</i></b>	
<b>Temporary Structures</b>	
Sets	
Total floor area [m <sup>2</sup> ]:	
Maximum height above existing ground [m]:	
Maximum height in relation to Wānaka Airport OLS: [e.g. Xm below OLS]	
<b><i>N.B. Any breach of the OLS (Obstacle Limitation Surface) will require consultation and approval of the Queenstown Airport Corporation as operators of the Wānaka Airport.</i></b>	
Scaffolding of similar structures	
Maximum height above existing ground [m]:	
Maximum height in relation to Wānaka Airport OLS: [e.g. Xm below OLS]	

<b><i>N.B. Any breach of the OLS (Obstacle Limitation Surface) will require consultation and approval of the Queenstown Airport Corporation as operators of the Wānaka Airport.</i></b>	
<i>Temporary Structures [e.g. Marquees, toilets]</i>	
Number of temporary structures:	
Floor area of temporary structures [m <sup>2</sup> ]:	
Building Consent Required [Yes/No]:	
<i>Special Effects</i>	
Details of special effects to be used: <i>[e.g. fire, smoke, wind, rain, firearms, explosions, lighting]</i>	
<b><i>N.B. Any special effects that may cause pilot distraction, glare or may otherwise interfere with safe aircraft operations will require consultation and approval of the Queenstown Airport Corporation as operators of the Wānaka Airport.</i></b>	
<i>Additional Props</i>	
Details of additional props and any specific requirements: <i>[e.g. animals, vegetation, vehicles]</i>	
<i>Sound</i>	
Details of any amplified sound and/or loud noises, equipment or machinery: <i>[e.g. PA, generators, explosions]</i>	
Time of noise emissions:	

<i>[e.g. daytime / night time and approximate hours]</i>	
Frequency of noise emissions: <i>[e.g. continuous or intermittent]</i>	
Duration of noise emissions: <i>[e.g. 30 sec, 5 mins, 1 hr]</i>	
Details of any specific measures to mitigate disturbance to adjoining residential neighbours including where relevant reference to the Silverlight Studios Noise Management Plan: <i>[e.g. use of blimped generators, minimisation of equipment run times]</i>	
<i>Light</i>	
Details of any lighting: <i>[e.g. number and intensity of lights and their position and orientation]</i>	
Time of lighting: <i>[e.g. daytime / night time and approximate hours]</i>	
Frequency of lighting: <i>[e.g. continuous or intermittent]</i>	
Duration of lighting: <i>[e.g. 30 sec, 5 mins, 1 hr]</i>	
Special Characteristics that may cause nuisance or distraction: <i>[e.g. flashing or moving lights or lights that may be mistaken for landing lights]</i>	

***N.B. Any lighting that may cause pilot distraction, glare or may otherwise interfere with safe aircraft operations will require consultation and approval of the Queenstown Airport Corporation as operators of the Wānaka Airport.***

*Health and Safety*

Details of any specific health and safety requirements:

*[e.g. firefighting, medical]*

*Additional Site Requirements*

Details of any other site requirements:

*[e.g. electricity, water etc]*

Signed: .....

Date: .....