**Contingency Plan**

Prepared by:

Location: All filming locations.

Date: All filming dates.

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| Issue | Combating the Issue |
| Crew member pulling out of the project or is unavailable. | Having different filming days available. Potentially being able to hire other crew members. |
| Actors pulling out of the project or being otherwise unavailable. | Having backup actors prepared and utilising them. |
| Running out of battery for equipment (cameras, lights etc). | Bringing a spare batteries to locations as well as confirming all batteries have full charge. Bringing a charger to filming locations would also help to minimise the risk of being unable to film. |
| Missing or full sd/memory cards. | Making sure to check that each card is present, as well as making sure they are formatted before setting out. May also be able to bring spare cards. |
| Missing equipment on filming day. | Checking that all equipment is present and in working order before departure. Perhaps bringing spare equipment to locations and having alternate filming days available. |
| Location access is denied or unavailable. | Preparing contingency locations for filming as well as making sure to confirm all locations in advance. |
| Outside filming. | Bring generators if it is likely to be a long filming, as well as making sure crew and contributors are in appropriate attire. |
| Weather disrupts filming plans. | Bringing umbrellas, parasols and even marquees as well as all crew, talent and contributors having appropriate attire. Confirming other days for filming is also available. |
| Crew, talent or contributors encounter transport issues. | Having bus, car and train travel routes planned for filming areas as well as having the location be well known to each crew member or contributor. Making sure to find available parking, considering traffic and potentially arranging lift shares would also be a prudent course of action. |
| Andy Davies pulling out of the project. | Because Jake is determined to shoot 4K we will ask Dan New to be our cinematographer, although the Sony FS7 will be used as Dan is more comfortable operating this camera. |
| Being unable to shoot in 4k. | If we are unable to film in 4k we will use HD cameras instead for all of our filming. |