



Accessibility & Participation Plan

Intern/mentee

Name

Phone

Email

Support Worker (if applicable)

Name

Phone

Email

Supporting Organisation (if applicable)

Pre-Production

01 Travel to shoot location(s)/post production facility

02 What are your access needs for the shoot/location(s)/post production facility

03 Restroom location and access

04 Are additional rest and breaks required?

05 Rest and break location(s) (if applicable)

06 Dietary Requirements



For help with any queries, please contact:
advertising.production@unilever.com

This document belongs to Unilever but may be used by other organisations in advertising and marketing in order to improve inclusion.

Please note this document is intended to provide guidance and does not amount to legal advice



07 Reasonable accommodations and adjustments required?

(ie studio or location, practicalities, production vehicles)

08 Health considerations

Please discuss with the intern/mentee (or their advocate) relevant health considerations directly. Due to privacy laws do not disclose in writing on this form.

Completed

09 Payment information

(Due to privacy laws do not input personal banking details just provide confirmation that the management of payment has been organised and aligned with the intern/mentee (and/or their advocate) in accordance with any wider employment benefits being received by the mentee/intern.)

Completed

10 Shoot Day Placement: Which teams and departments will the intern/mentee be rotated on?

Shoot Day

01 First day designated meet point

Time

02 How would they like to be introduced to the crew in relation to their disability?

03 The producer should brief each head of department prior to the shoot, making them aware that the shoot will be an 'inclusive set' and what their role will be to support the intern/mentee on the shoot day.

04 On the shoot day the 1st AD should welcome the intern/mentee, and introduce them to the entire crew and advise any relevant adjustments that they may need to be made aware of and remind all of the cast and crew on set about the commitment to inclusion that the production team has committed to.