



# LOCATION SCOUT CHECKLIST

Technical & Logistical Considerations

PROJECT INFO:

## AESTHETIC

- Does the setting support the tone of the script?
- Any problematic visuals, fixtures, or areas to avoid?
- Can decor, furniture, or signage be moved or removed?
- Any special production design notes or needs?
- Any windows in the space?
- Any way to control ambient light (curtains, blinds)?

NOTES:

## ACCOMMODATIONS

- Enough space for the crew, cast, gear, and set?
- Are there designated restrooms on-site?
- What's the bathroom-to-person ratio?
- Designated spaces for makeup/wardrobe, eating, crafty, holding area, prop table, etc?
- Is there a secure place to store equipment?
- Are there extra tables & chairs on-site?

NOTES:

## PARKING & ACCESSIBILITY

- What's the parking situation? Lot, garage, etc.
- Sufficient parking for crew, cast, & production?
- Is parking free? Proximity from lot to entrance?
- Is there certain area available for load-in?
- Do we need a key/pass to enter the lot or building?
- Are there ramps/stairs/elevators, if needed?
- When & how will we access the space on shoot day?
- Will a location rep be on-site during shoot?
- Any areas off-limits to production?
- Are there restricted hours of operation?

NOTES:

## POWER & ELECTRICAL

- Are there enough power outlets available?
- Where are the power outlets located?
- Where is the breaker box located?
- How many isolated circuits are available?
- Any alarms or security lights to disable?
- Are light bulbs consistent within the space?
- How are interior lights controlled (switch, computer, motion-sensor, etc)?

NOTES:

## SOUND

- Any ambient noise inside the space (HVAC, fridge, water fountain, etc)?
- Can ambient noises be disabled? How?
- Reverb in the space? Okay for recording dialogue?

NOTES:

## SURROUNDINGS

- Any traffic concerns or road closures?
- Any safety concerns in or around the space? Steep steps, broken fixtures, poison ivy, etc.
- Is the space climate-controlled? Too hot or cold?
- Will the weather have any impact on the shoot?
- Any surrounding noises or interference? Airport, fire station, construction, trains, boats, etc.
- Any facility maintenance scheduled? Lawn care, cleaning crew, construction, delivery truck, etc.
- Potential continuity issues from noise or activity?
- Any conflicting events or activities scheduled?
- Will anyone be displaced by our crew's activity?

NOTES:

## LEGAL

- Does insurance cover this location?
- Do we need a permit to film in the space?
- Any special terms & conditions for using the space?
- Is any additional permission or clearance needed?
- Any special signage we need to post during shoot?
- What does it cost to use the space?
- Who is our location contact? Phone number?
- Location contract/release signed?

NOTES:

## ADDITIONAL INFO

- Take lots of photos & videos!
- Room diagram? Measurements/dimensions?
- Availability/schedule