

LOCATION SCOUTING CHECKLIST

Room/Space

- _____ Room Size - For an interview, the room should be a minimum of 10x10 ft. Ideally, 20x12 or larger is best for green screen shooting. Room size is dependent on your production requirements.
- _____ Room Availability - Is the room available for one hour before shooting is schedule to begin (for load-in and set-up) and one half hour after shooting is completed (for tear-down and load-out)?
- _____ Controllable lighting - Can lights be shut off if needed? Are there dimmers? Are there windows and if so are there blinds or curtains that can be used to block out sunlight if needed?
- _____ Inform the crew if there are uncontrollable lighting conditions so they can bring appropriate gear.
- _____ Noise/Sound – Is the ambient noise level acceptable? Are there noise sources that cannot be controlled such as traffic, airplanes and/or people talking?
- _____ Inform the crew if there are uncontrollable audio conditions so they can bring appropriate gear.
- _____ Who is the on-site contact person?
- _____ What is the address/phone number of the venue?

Crew and Talent

- _____ Where should the crew enter to load in the equipment? (Address and door location)
- _____ Where should the crew or talent park their vehicles?
- _____ Is there a room nearby the shooting location for the crew to store cases and extra equipment?
- _____ Is there a room or area that could be used for a make-up stylist to work (if needed)?

Logistics

- _____ Is there a room or area that can be used set-up food and water (if required)?
- _____ Are there people that need to be informed about the shoot? (Hospital PR Department, security staff, etc.)
- _____ Are any special permissions, insurance documents or permits required to shoot in the location?
- _____ Is there a fee for using the location?
- _____ Do you have weather contingencies if the shoot can be affected by weather?
(Alternate shoot dates, indoor location option)
- _____ Room décor - Are there just bare walls? Are there any pictures or plants in the room? If needed, are there any plants, pictures, etc. at the facility that could be moved and used for background elements? (If not, you may need to bring some set “decorations”)
- _____ Are there facilities staff that should be alerted that you will be using lighting equipment that could possibly blow a circuit breaker? If there isn't a facilities staff, determine the location of the circuit breaker box that supplies power to your location area.