

PROD. NUMBER	PRODUCTION TITLE	PRODUCER'S NAME

LOCATION NAME/ADDRESS	LOCATION OWNER (OR AUTHORIZED AGENT)

STORY / ART

NOTES

Does the location meet the scene requirements and fit the director's tone?		
Does the location fit the time period and story setting?		
If no, can the inappropriate elements be moved/removed?		
Does the location have any set dressing that requires commercial clearance?		
Is the location free of problematic shooting directions? If no, note which don't work.		
Is the set adequately sized for cast, crew, equipment? Would your crew think so?		

FACILITIES

NOTES

Does the location have adequate electricity and electrical outlets?		
If so, do you have access to the circuit breaker box? Do you have permission to reset breakers?		
Does the location have running water? If no, where is the closest water source?		
Does the location have adequate restrooms? If not, where can you put a Port-a-Potty?		
If the location is not on the ground floor, does it have elevator access? If no, what floor is it on?		
Does the location have adequate parking for the cast and crew? If not, how many spaces are there?		

STAGING

NOTES

Does the location have adequate grip/electric staging space? Is it indoors? If not, is it covered?		
Does the location have adequate camera staging space? Is it indoors? If not, is it covered?		
Does the location have a private space that can be designated the green room?		

Again, is the set adequately sized for cast, crew, equipment? You're sure your crew would think so?		
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SOUND

NOTES

Does the location have any refrigerators or freezers? If so, can you unplug them?		
Does the location have AC or fans? If so, can you turn them off?		
Any fluorescent, neon, or other lights that emanate sound? Can you turn them off?		
Away from busy streets, airports, train tracks, or other external noise sources?		
Does the location have telephones, alarms, door chimes, etc.? If so, can they be silenced?		
Location does not have walls or floors that are overly reverberate (not echoey like a cave)?		

WEATHER

NOTES

Is the location adequately safe from severe weather (storms, flooding, freezing temps)?		
If location is outdoors, is there a walkable cover location in case of inclement weather?		
If location is indoors, does the location receive sunlight? If so, at what time of day?		
Can the windows be tented, if necessary? (i.e. the location is on the ground floor)		

ADDITIONAL NOTES