

Shooting Location Recce Report

How to complete this form

This form should be completed using an Online PDF filler. We recommend

<https://www.sejda.com/pdf-editor> We have tested this website and it works very well with this form. You are required to include a minimum of 5 photographs of your location, that you have taken. They should be used to illustrate the suitability of the location for your film. We have given you 6 spaces for photographs, please make sure each photograph is inside the frame. The top of this page says to complete this form with Adobe Reader. This is inserted by the design software and can't be removed. Unfortunately Adobe Reader will not allow images to be placed in the form. Sedja and most Online form fillers do allow that.

The Original version of this form is still available and will still be accepted. If you would prefer to use that.

Recce conducted by

Date of Recce

First Name Last Name

Month Day



Namer of contact

Year

First Name Last Name

Phone Number of Location

Module

Area Code Phone Number

Group No.

Lecturer

Address of Location

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

 **STORY**

Storytelling: Does the location meet the scene requirements, and fit the director's tone?

Anachronisms: Does the setting fit the time period and story setting?

Notes **SIGHT**

Wide Shot Test: Is a wide frame acceptable? Any problematic visual elements in the frame?

Indoor Staging: Does your cast, crew and gear fit inside? Any special production design needs?

360 Test: Are there any problematic directions that should be avoided?

Sunlight: Any sunlight considerations? In the morning? Noon? Afternoon? Evening?

Commercial Clearance: Any properties that require commercial clearance?

VFX Needs: Would anything need to be removed or added in post?

Notes



SOUND

HVAC: Can you turn off heating, ventilation and air conditioning units?

Reverberation: Can you record clean dialogue? Do you need to dampen echoes in the space?

Refrigerators: Can you turn off any noisy appliances or refrigerators?

Notes



SURROUNDINGS

Roads & Traffic: Any traffic concerns? Noise or continuity issues from vehicles or pedestrians?

Train Tracks: Will train traffic interfere with sound? Will trains appear in the frame?

Schools: Schoolyard noise? Will students enter or leave in large numbers? Continuity issues?

Airports: Will airplane noise or activity affect sound? Any traffic concerns?

Playgrounds: Will playground or sports noise affect sound? Will children be in frame?

Air Traffic: Any significant air traffic overhead? Will it interfere with production sound?

Factories / Warehouses: Any noise generated from machinery or vehicles? Any roadway issues?

Tube: Will tube noise interfere with production sound recording?

Petrol Stations: Will traffic noise or continuity problems result?

Boat Traffic: Loud boat engine or horn noises? Will they appear in frame? Continuity concerns?

Post Offices: Will associated moving vehicles or trucks create roadway issues?

Staging Talent: Is there a dedicated quiet space for talent? Extras? Dedicated bathrooms?

Train Stations: Will train traffic interfere with sound? Will trains appear in the frame?

Sufficient Parking: Is there sufficient parking for talent, crew, and production vehicles?

Notes

WEATHER

Temperature: Will the location be too hot or cold? Is there temperature control?

Indoor Impacts: Will sound from precipitation have a potential impact on the shoot?

Rain / Snow: Will precipitation have a potential impact on the shoot?

Notes



Accessible Outlets: Are there enough outlets accessible? How many? Where?

30 outlets

Isolation of Hair & Makeup: Is there a dedicated space and breaker for Hair & Makeup?

Access to Breakers: Does the electrical crew have access to the circuit breaker box?

Breaker Isolation for Others: Any other departments that need isolated breakers?

Breaker Isolation: How many breaker circuits? What's the rating of each? The whole system?

Notes



Bathrooms-to-Person Ratio: How many people on set to every available bathroom?

20 bathrooms for 8 people on set

Access to Gas Shut Off: Do you have access to the gas shut off in case of emergency?

Access to Water Shut Off: Do you have access to the water shut off in case of an emergency?

Notes



Contract Signed: Has the location owner signed a contact/location release?

Contingency Plans: Are there clauses for date changes and additions in the contract?

Insurance / Liability Coverage: Does your production insurance cover this location?

Notes

Location Photographs

You need to add a minimum of 5 photographs of the location this recce is for.



Image 1



Image 2



Image 3



Image 4



Image 5



Image 6