

Recce Checklist

Name of Location:

Things To Take:		
Camera	<input type="checkbox"/>	
Mobile phone	<input type="checkbox"/>	
Notebook and pen	<input type="checkbox"/>	
Risk Assessment	<input type="checkbox"/>	
Maps/directions	<input type="checkbox"/>	
ID Card	<input type="checkbox"/>	
Brief	<input type="checkbox"/>	
Checklist	<input type="checkbox"/>	
Talking to People:		
Confirm ownership	<input type="checkbox"/>	
Exchange details	<input type="checkbox"/>	
Explain intentions	<input type="checkbox"/>	
Discuss fees/contract	<input type="checkbox"/>	
Editorial policy	<input type="checkbox"/>	
Are passes required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Availability and timings	<input type="checkbox"/>	
Local Events	<input type="checkbox"/>	
Dress code	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Copyright issues	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Children's details	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Transport/access:		
Landmarks for directions	<input type="checkbox"/>	
Neighbour disturbance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Risk of Trespass	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Internal access	<input type="checkbox"/>	
Vehicle access	<input type="checkbox"/>	
Toilets	<input type="checkbox"/>	
Traffic control needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Shelter	<input type="checkbox"/>	
Safety for hazardous environments	<input type="checkbox"/>	
Tidal waters	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Boats/safety	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Camera/Lighting:		
Position of the sun	<input type="checkbox"/>	
Window direction	<input type="checkbox"/>	
Power supply	<input type="checkbox"/>	

Size of location	<input type="checkbox"/>	
Strobing	Yes <input type="checkbox"/> No <input type="checkbox"/>	
TV/Computer screens	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is floor level?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Secure place for kit	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cables	<input type="checkbox"/>	
Smoke alarms/sprinklers	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sound:		
Listen	<input type="checkbox"/>	
Traffic/road works	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Aircraft	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Electrical hazards	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Schools	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Weather	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Background music/PA system	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Air conditional/fridges	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Wooden floors	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Things for director:		
Take photos	<input type="checkbox"/>	
GVs/top shots	<input type="checkbox"/>	
Cutaways	<input type="checkbox"/>	
Backgrounds	<input type="checkbox"/>	
Events	<input type="checkbox"/>	
Additional contributors	<input type="checkbox"/>	
Transport/access:		
Eating	<input type="checkbox"/>	
Hotels	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Take more notes if you need them and add to this checklist.		