

Location Scouting Checklist

CELT X

Use this checklist to compare potential filming locations and catch practical problems before shoot day.

Location Details

Location _____
Address _____
Contact _____
Scenes _____
Available Dates/Times _____
Hire Fee _____

Creative Fit

- ☐ Matches the script's setting and tone
- ☐ Offers enough space for planned shots
- ☐ Requires minimal set dressing
- ☐ Has no distracting signs or branding
- ☐ Could double for another location

Key Visual Strength _____

Sound and Light

- ☐ Traffic and background noise checked
- ☐ Machinery or appliances can be switched off
- ☐ Natural light checked at the planned shoot time
- ☐ Windows can be covered if needed
- ☐ Space is suitable for lighting equipment

Potential Issues _____

Access and Facilities

- ☐ Cast and crew can access the location easily
- ☐ Equipment fits through entrances and corridors
- ☐ Parking or loading space is available
- ☐ Toilets are available
- ☐ Holding, changing and catering areas are available
- ☐ Location is accessible for everyone involved
- ☐ Emergency exits are clear

Power and Equipment

- ☐ Enough power outlets
- ☐ Electrical capacity confirmed
- ☐ Fuse box located
- ☐ Safe cable routes available
- ☐ Generator use permitted, if required

Permissions and Restrictions

- ☐ Written owner permission required
- ☐ Filming permit required
- ☐ Insurance requirements confirmed
- ☐ Public or neighboring properties affected
- ☐ Filming hours and overtime agreed
- ☐ Furniture and decorations can be moved
- ☐ Smoke, haze, stunts or special effects permitted
- ☐ Cleaning and damage responsibilities agreed

Scout Records

- ☐ Wide photographs of every filming area
- ☐ Entrances, exits and access routes photographed
- ☐ Power outlets and fuse box photographed
- ☐ Parking and facilities photographed
- ☐ Important measurements recorded
- ☐ Existing damage documented
- ☐ Notes and files clearly labelled

Final Assessment

Biggest advantage

Biggest concern

Additional Costs

Decision:

- ☐ Approved
- ☐ Shortlisted
- ☐ Rejected
- ☐ Further visit needed