

# Recce Checklist

Name of location .....

Things to take:	Complete	Notes
Camera		
Mobile phone		
Notebook, pen, PDA		
Programme risk assessment form		
Maps/directions		
Student ID card		
Brief		
Checklist		
Talking to people:	Complete	Notes
Confirm ownership		
Exchange details		
Explain intentions		
Discuss fees/contract		
Editorial policy		
Are passes required?	Yes   No	
Availability and timings		
Local events		
Dress code	Yes   No	
Copyright issues	Yes   No	
Children's details	Yes   No	
Transport/access:	Complete	Notes
Landmarks for directions		
Neighbour disturbance	Yes   No	
Risk of trespass	Yes   No	
Internal access		
Vehicle access		
Toilets		
Traffic control needed?	Yes   No	
Shelter		
Safety for hazardous environments		
Tidal waters	Yes   No	
Boats/safety	Yes   No	
Camera/lighting:	Complete	Notes
Position of the sun		
Window direction		
Power supply		
Size of location		
Strobing	Yes   No	
TV/computer screens	Yes   No	

Is floor level?	Yes    No	
Secure place for kit	Yes    No	
Cables		
Smoke alarms/sprinklers	Yes    No	
<b>Sound:</b>	<b>Complete</b>	<b>Notes</b>
Listen		
Traffic/roadworks	Yes    No	
Aircraft	Yes    No	
Electrical hazards	Yes    No	
Schools	Yes    No	
Weather	Yes    No	
Background music/PA system	Yes    No	
Air conditional/fridges	Yes    No	
Wooden floors	Yes    No	
<b>Things for director:</b>	<b>Complete</b>	<b>Notes</b>
Take photos		
GVs/top shots		
Cutaways		
Backgrounds		
Events		
Additional contributors	Yes    No	
<b>Food/accommodation:</b>	<b>Complete</b>	<b>Notes</b>
Eating		
Hotels		

Check to make sure you've covered all you need and write more notes if necessary
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