

RECCE /LOCATION CHECKLIST



Name of location

Things to take:

Camera	<input type="checkbox"/>	
Mobile phone	<input type="checkbox"/>	
Notebook & pen / device	<input type="checkbox"/>	
UCC FSM Risk Assessment Form	<input type="checkbox"/>	
Maps/directions	<input type="checkbox"/>	
Student ID card	<input type="checkbox"/>	
Brief/Script	<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"/>	
Gardai (police) informed/ necessary	Yes <input type="checkbox"/> No <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 (Flicker)	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"/>
Extension cables required	<input type="checkbox"/>
Smoke alarms/sprinklers	Yes <input type="checkbox"/> No <input type="checkbox"/>

Sound:

Listen	<input type="checkbox"/>
Traffic/roadworks	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"/>
General Views	<input type="checkbox"/>
Cutaways	<input type="checkbox"/>
Backgrounds	<input type="checkbox"/>
Events	<input type="checkbox"/>
Additional contributors/subjects	Yes <input type="checkbox"/> No <input type="checkbox"/>

Food/accommodation:

Eating	<input type="checkbox"/>
Accommodation (if required)	<input type="checkbox"/>

Check to make sure you've covered all you need and write more notes if necessary.
This form is available to download on the student area of the UCC FSM website.