



ROCKET JUMP FILM SCHOOL'S LOCATION SCOUT CHECKLIST

What You Should Bring With You:

- ☐ shotlist and/or storyboards
- ☐ digital camera for reference stills
- ☐ compass or sun path app
- ☐ weather app
- ☐ long tape measure
- ☐ notepad and pencils

Who You Should Bring With You (ideally):

- Director, Cinematographer, Locations Manager
- Assistant Director, Producer
- Production Designer, Gaffer, Key Grip, Sound

CREATIVE CHECKLIST

- ☐ Does this fit the script's and scene's needs?
- ☐ Does it work for the film's aesthetic and look?
- ☐ Does it have the right look, layout, features, and space needed for the scene to take place?
- ☐ Will this work for actors/blocking?

INFORMATION/REFERENCE CHECKLIST

- ☐ Photos of the location
- ☐ Names and contact information of the location managers or owners
- ☐ Layouts, floorplans or maps of the location, set, stages, or shooting area
- ☐ Measurements taken of the different spaces you'd need to use
- ☐ Notes taken during the visit

Remember, this is just a general guide to assist you in the different considerations you might need to start thinking about when looking for a filming location. Not all of these items will apply to your production or even your first few scouts... and some necessary items may even be missing, depending on the specific needs and size of your project!

PRODUCTION CHECKLIST

☐ LOCATION SIZE / MEASUREMENTS	<i>Measure the space w/ tape measure; acquire or sketch a layout or floorplan</i>
☐ BATHROOM ACCESS & AVAILABILITY	<i>Does cast/ crew have access to enough bathrooms</i>
☐ PARKING AVAILABILITY, SIZE, SECURITY, FEES	<i>Is parking available and safe? How many spaces? What does it cost? Does it close after a certain time?</i>
☐ AVG. TIME & DISTANCE TO LOCATION	<i>How far will crew & talent have to drive? How far is the nearest hospital?</i>
☐ DISTANCE FROM PARKING TO SET	<i>Is parking very far, and is a shuttle needed to/ from set?</i>
☐ EQUIPMENT LOADING AND ACCESS	<i>Will it be difficult to transport and unload all the equipment into the space? Stairs/ small doors, etc</i>
☐ ACCESSIBILITY, SECURITY, LOCKS	<i>What hours are you allowed to shoot during? After hours access? Do you need special keys, cards, identification, or locks? Is the area safe to store equipment in? Will the location owner need to be present?</i>
☐ EQUIPMENT STAGING	<i>Is there enough room to build/store all your equipment safely and out of sight?</i>
☐ ACTOR HOLDING	<i>Is there a space for actors to relax/ wait in?</i>
☐ WARDROBE STAGING / DRESSING ROOMS	<i>Is there a space for actors to change costume?</i>
☐ MEALS/ CRAFTY/ TRASH	<i>Is there a place to stage tables & chairs for everyone to sit during meals? Space to store snacks, water and trash? Are there trash bins or dumpsters on site?</i>
☐ INTERNET ACCESS, CELL RECEPTION	<i>Is internet available? Do cell phones work?</i>
☐ COMFORT & SAFETY	<i>Temperature conditions, allergies, cleanliness, structural integrity, shelter from elements</i>
☐ CLIMATE, WEATHER	<i>Weather forecast and possible complications during shoot dates?</i>
☐ SPECIAL CONSIDERATIONS	<i>Do crew need to wear protective clothing or footwear? Wildlife concerns for outdoor or remote locations? Dangerous or off limit areas?</i>
☐ FIRE & SAFETY REGULATIONS	<i>Fire lanes and exits that must remain clear, etc.</i>
☐ RESTRICTIONS, LIMITATIONS & RULES	<i>Are you allowed to alter the location in any way? Includes: cleaning, dirtying, rearranging or removing furniture and props; removing or hanging things on walls; painting, taping, nails, etc. Are any special effects, stunts, or equipment that are discouraged or not allowed? Limit on crew size?</i>
☐ POWER ACCESS & REQUIREMENTS	<i>Are you allowed to use location's electricity?</i>
☐ PERMITS, RELEASES & PERMISSION	<i>What permits & signatures are required?</i>
☐ COSTS OR FEES	<i>What is the cost per day to shoot at this location?</i>

CAMERA, GRIP & ELECTRIC CHECKLIST

☐ SUN PATH AND MOVEMENT	<i>Where & when does the sun rise/set? Where will it be during your shoot day?</i>
☐ TIME OF DAY	<i>Scout during the same time of day you wish to film!</i>
☐ LINE OF SIGHT	<i>Any obstacles that will block light or ruin your frame? Trees, telephone poles or wires, signs, buildings, hills, cars, etc.</i>
☐ WINDOWS	<i>Where are your windows, and which direction are they facing? Do they receive any direct light? Are they covered by blinds screens, or tinted? Will you need to cover them?</i>
☐ EXISTING LIGHT SOURCES ON SET (OR BUILT IN)	<i>Are the existing lamps or light sources OK to use or to disable? Will they be on during shooting hours? Permission and ability to change the bulbs if needed?</i>
☐ POWER	<i>Are you allowed to use the location's power? Is there enough power to run the amount of lights you require, as well as production's power needs (work lights, computers, etc)</i>
☐ CIRCUIT BOX ACCESS	<i>Is the circuit box accessible and available to crew?</i>
☐ OUTLET LOCATIONS & CIRCUITS	<i>How many outlets are available to use, and are they out of frame? How many outlets are on each circuit? What's the amperage on each circuit?</i>
☐ GENERATORS	<i>If the location power is not available, are you allowed to use a generator on site? Is there a place to run it where the sound will not be heard on set?</i>
☐ EQUIPMENT STAGING & SPACE	<i>Will the space be large enough to fit lighting, actors, crew and camera? Is there a safe space to build & store equipment?</i>
☐ BLOCKING, MOVEMENT	<i>Are there any special camera moves, effects, or blocking that need extra space or rigging? Are there any windows or mirrors that could make your shot difficult?</i>
☐ RIGGING & MARKS	<i>Is the location sturdy enough to support heavy rigs? Are you allowed to rig from ceilings, beams or walls? Where are you allowed to use clamps or gaff tape? Do furniture and floors need protection/padding under heavy equipment, wheels, or tripods?</i>
☐ COLORS, ARCHITECTURE, STYLE, TIME PERIOD	<i>Does the style and aesthetic of the location fit with your tone, color palette and lighting needs, and how much are you allowed to change/alter?</i>
☐ SAFETY AND FILMING CONDITIONS	<i>Will the equipment be exposed to extreme temperatures, weather, sand/dust, mud, water, etc? Is the floor, street or ground level, solid and even, or uneven, unstable and rough?</i>

SOUND CHECKLIST

☐ SURROUNDING AREA	<i>Nearby airports, freeways, construction sites, performance venues, churches, schools, stadiums, parks, nightclubs, restaurants, large intersections, train tracks, wildlife, crickets</i>
☐ AIRPLANES OR FLIGHT PATHS	<i>Are there frequent helicopters or planes? Are you located under a busy flight path?</i>
☐ NEIGHBORS & DOGS	<i>Are you in a residential area? Note any barking dogs, lawn services, kids, etc. Weekdays may be quieter than weekends!</i>
☐ CONSTRUCTION WORK	<i>Is there any construction or remodeling scheduled for the building or surrounding area during shoot dates?</i>
☐ REFRIGERATORS, GENERATORS, A/C UNITS	<i>Can these be turned on and off by production, and for how long?</i>
☐ FANS, PIPES, RADIATORS	<i>Are these automatic or can they be controlled? Do sinks, drains or flushing toilets create lots of noise?</i>
☐ FLOORS, DOORS, ACOUSTICS	<i>Note any creaky floors, noisy doors or furniture, reverb in large empty spaces, thin walls, etc.</i>
☐ ALARMS, CHIMES, BELLS	<i>Any persistent car alarms, building alarms or chimes, door bells, school bells, clock towers or church bells</i>
☐ SCENE REQUIREMENTS & SPACE	<i>What type of scene will be taking place in this location? Quiet dialogue, loud yelling, action, whispers, etc. Will you have enough room to get close or far enough away? Will the space allow you to capture the range you need?</i>

PRODUCTION DESIGN CHECKLIST

☐ EXISTING DESIGN AND SCRIPT REQUIREMENTS	<i>What is already provided and available on location you can and would like to use, and what has to be brought in, constructed, altered, covered or removed? Does it have the necessary features called for by the script?</i>
☐ PERMISSIONS AND LIMITATIONS	<i>Are you allowed to paint, nail, staple, pin, tape, stick, dirty, clean, or alter the location in any way? Will it have to be restored to its previous condition after wrap?</i>
☐ COLOR AND STYLE	<i>Will this space work within your color palette, style, and time period?</i>
☐ BLOCKING, COVERAGE, AND CAMERA DIRECTION	<i>Which way will camera be facing? Will you have to dress the entire space, or just part of it? Where does the director want the actors and set dressing placed? What does the floorplan allow you to do?</i>
☐ STAGING	<i>Is there a safe place to build and store equipment and props?</i>