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| **LOCATION SURVEY NOTES** | **DATE OF SURVEY:** |
| **PROJECT TITLE:** | |
| **PRODUCER:** | |
| **DIRECTOR:** | |

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| **LOCATION CONTACTS NAME:** | |
| **ADDRESS/CITY:** | |
| **PHONE: EMAIL:** | |
| **DATES NEEDED:**  **Prep:**  **Production:**  **Wrap:** | **COST:** |
| **ELECTRICIAN/JANITOR/MAINTENANCE:**  **PHONE: EMAIL:** | |
| **Distance from Production Office: Miles/Kilometers Hours/Minutes**  **Support Needed: Police yes/no Fire yes/no Security yes/no** | |
| **Scripted Location: Scene number: Interior/Exterior: Day/Night :** | |

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| **PUBLIC TRANSIT AVAILABILITY:**  Note closest stops. | **PARKING AVAILABILITY:**  Closest availability. Distance from location.  Cost. Who is paying? |

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| **LOCATION PERMIT:** Note and attach if required.  **CERTIFICATE OF INSURANCE:** Note and attach if required.  **LOCATION AGREEMENT:** Note and attach if required. |

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| **NEAREST HOSPITAL:** FULL ADDRESS OF NEAREST HOSPITAL. MAKE A NOTE OF WHERE IT IS PRIOR TO FILMING. |
| **POLICE:** NOTE PHONE NUMBER IF NOT CALLING 911 |
| **FIRE DEPARTMENT:** NOTE PHONE NUMBER IF NOT CALLING 911 |

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| **FLOOR PLANS:**  **Width of doors:**  For room dimensions, door and window locations, see attached:  Attach as a separate document.  Note dimensions, entrances, emergency exits, electrical outlets, windows and light direction (eg.east/west), fire alarms and sprinklers if present, furniture and fixed architecture. |

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| **Ceiling Height:**  Floor to ceiling.  Any obstruction hanging into space?  What colour and what is it  made of? | | **Walls:**  What colour are they?  What are they made of? | **Flooring:**  What colour and what are they made of? | **Windows:**  # of windows and size |
| **SHOT OPPORTUNITIES:**  Does the space offer the visual qualities needed for your film?  Take reference stills as needed. | | | | |

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| **LIGHTING NOTES:**  Does the location have natural/available light?  What kind of lights will you need to bring in?  How will light change during time of shooting?  Will you have to gel windows? | | | |
| **PRACTICALS:**  What sort of lighting exists in the space? | **ISO:** | **F STOP** | **TIME OF DAY:** |
| **OTHER LIGHTING:**  **REFLECTION INTERFERENCES:**  **OBSTRUCTIONS BLOCKING CAMERA VIEW:**  **SPRINKLER SYSTEM::**  **SUN LOCATION:**  **VIEW FROM INSIDE LOOKING OUT:**  **SURROUNDINGS:** | | | |

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| **ELECTRICAL:** | | | |
| **# of Circuits:** | **# of Outlets:** | **Amps:** | **Access to Box:**  **Yes / No** |
| **Note potential problems and how many extension cords you will need.** | | | |

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| **SOUND:** | | | | | | | | | | |
| **# of Circuits:** | | | **# of Outlets:** | | **Amps:** | | | **Access to Box:**  **Yes / No** | |
| **Type of floor:**  **Note potential sound problems and how many extension cords you will need.** | | | | | | | | | |
| **FACILITIES:** | | | | | | | | | | |
| **BATHROOMS:**  Do these areas exist on site and how far away are they from the main filming area? | | **SECURE STORAGE:** | | **WARDROBE / MAKEUP AREA:** | | | **EATING AREA:** | | **EQIPMENT STAGING:** | |
| **EATING AREA:** | | **ACTORS AREA** | | **PARKING:**  **Camera truck:**  **Grip truck:**  **Electric truck:**  **Ligting and sound:**  **Generators:**  **Trailers:**  **Cast and crewparking(cost):** | | | | | | |
| **HOURS OF ACCESS:** | | | | | **PROBLEMS OR LIMITATIONS:**  Note access. For example: Is a freight elevator required? | | | | | |
| **REQUIRED CONSTRUCTION/SET DRESSING IF REQUIRED/PROPS** | | | | | **POTENTIAL SAFETY HAZARDS:** | | | | | |
| **PERMITS/CLEARANCES: □**  **POLICE □**  **PARKING □**  **FIRE DEPT. PASSES □**  **MISC INFORMATION ATTACHED □** | | | | | **ADDITIONAL NOTES:** | | | | | |