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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:** |