

Location data sheet

Location recce: every detail that decides on a location, with a room list and photo checklist.

1 Recce

Project	Location no.	Visited on	DD.MM.YYYY
Visited by	Planned scene(s) / role of the location		

2 Location and owner

Location name	Type (e.g. period flat, warehouse)	
Address		
Owner / landlord	Contact person	
Phone	Email	Property management / owners' association

3 Availability and terms

Available periods	Quiet hours / house rules	
Location fee per shoot day (EUR)	Prep and wrap days (EUR)	Deposit (EUR)
Included / extra costs (power, cleaning, key handover)		

4 Access

Access road / loading zone	Keys / access arrangements	
Floor	Lift (size, load capacity)	Stairwell / tight spots

5 Rooms and dimensions

Room	Area (m²)	Ceiling height (m)	Windows / orientation	Notes

- ☐ Blackout possible
☐ Furniture may be moved

- ☐ Floor protection required
☐ Wall mounting allowed

6 Power

- ☐ Schuko sockets (230 V) ☐ CEE 16 A ☐ CEE 32 A
☐ CEE 63 A ☐ Generator required

Fuse rating / fuse box location

Generator position / cable run

7 Parking and base

Truck spaces	Car spaces	Distance to the location (m)

Base, costume, make-up, catering

Toilets / water

- ☐ No-parking zone required

- ☐ Public ground affected (filming permit)

8 Noise and sound

- ☐ Road traffic ☐ Flight path ☐ Railway / tram ☐ Construction site
☐ Neighbours / restaurants ☐ Church bells ☐ Heating, ventilation, cooling ☐ Strong reverb

Notes (times, sources, equipment that can be switched off)

9 Conditions and safety

Owner's conditions (e.g. no smoking, shoe covers, filming hours)

- ☐ Escape routes clarified ☐ Fire alarm / smoke detectors agreed
☐ First aid and nearest hospital noted ☐ Listed building
☐ Neighbours / property management informed ☐ Filming permit applied for

10 Photos and documents

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|---|--|
| ☐ Exterior and façade | ☐ Access road, parking and loading zone |
| ☐ Every wall of every room | ☐ Sight lines and reverse angles |
| ☐ Windows and views | ☐ Ceiling and floor |
| ☐ Fuse box and power outlets | ☐ 360° panorama |
| ☐ Floor plan or sketch with dimensions | ☐ Light at the planned shooting time |
| ☐ Space for base and catering | ☐ Toilets and washrooms |

11 Notes

Further observations