



Locations Document

February 2023

Tech Scouting

After you have determined that the location you are surveying has the right visual look for your film, story, and characters, consider the questions:

-Where can you stage the production truck?

Will it fit on the street?

Do you have permission to park the truck at your location?

How far will you have to carry the gear?

Where will you stage your gear?

Will you have to work off the truck?

-How many cast/crew do you have permitted to park at the location

-Is the location on the second floor?

-Do you have enough grips to carry gear upstairs?

-Will you need walkie talkies?

-Where will you stage the generator? Is it out of range of your boom mic?

-Where will you stage your cast?

Where is your cast holding area and where will they change clothes/run lines?

Do you have minors? Where will they and their guardian(s) rest?

-Does the location have heat/AC?

-Are there sprinklers? Are they on a timer? Will they turn on during your shoot and soak your crew and food?

-Where are the emergency doors?

-Consider going to your location at the exact time of day you'll be shooting. Observe the light, traffic, sounds, and environment. Maybe you'll notice a dealbreaker that makes you consider another location.

-Are there trash cans in the location?

-Are there sinks & restrooms which are **consistently accessible** for routine hand washing and safe bathroom use?

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Permission

You need the owner's permission. Confirm that they are indeed the owner, not a tenant. This includes businesses as well. You will then negotiate the terms (fees, date and times, etc.) and put those into a location agreement. While location agreements are not always required, they are strongly recommended.

Existing Light

How does the sun affect your location? Can the windows be blacked-out for "night" scenes to be shot during the day? Is it in a canyon that only gets a few hours of sun each day. Check the location at night if you plan to shoot there at night.

Sound

Consider air traffic, street noise, machinery, appliances, pets and children (e.g., is there a school nearby?)

Access

With **exterior locations** confirm your cast and crew can get to the set and there is ample parking and road access. For **interiors**, you need to confirm all the above in addition to making sure equipment can be loaded in. Is an elevator available? Stairs? Ramps?

Restrictions

Are there time limitations? Some communities limit the hours of filming. Will you be restricted to the number of people or vehicles you can bring to the location, or the type of scene you can stage at the particular place?

Electrical Power

Is there sufficient power for your lighting needs? Will you have to rent a generator?

Destructibility

How "student-proof" is your location? Are there fragile objects too valuable to replace? Can you afford it?

Neighbors

If your scene involves stopping traffic, blocking streets, working late at night or creating an inconvenience in some way you need to make sure the neighbors are agreeable – in advance.

Comfort and Safety

Will the location be a safe and comfortable place in which to work? Is there a place where actors can change, rest areas and bathrooms? Is there proper air-conditioning, heating or ventilation? Is the location structurally sound and free of toxic materials? Are medical, fire and police stations close?

Don't settle for the first location you find. Look for multiple options to choose from and provide backups in case a location falls through.

Location Shooting Like a Pro

The Filmmaker's Code of Professional Responsibility.

- When production passes that identify employees are issued, every crew member shall wear it while at the location.
- Moving or towing vehicles is prohibited without the express permission of the municipal jurisdiction or the vehicle's owner.
- Production vehicles may not block driveways without the express permission of the municipal jurisdiction or the driveway owner.
- Meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within the designated meal area. All trash must be disposed of properly upon completion of the meal.
- Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the owner, or in the case of parkway trees, the local municipality and the property owner.
- All catering, crafts services, construction, strike and personal trash must be removed from the location.
- All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of the location, unless stipulated otherwise by the location agreement or the permit.
- When finished, remove all signs posted to direct the company to the location.
- Noise levels should be kept as low as possible. Generators should be placed as far as practical from residential buildings. Do not let engines run unnecessarily.
- All members of the production company should wear clothing that conform to good taste and common sense. Shoes and shirts must be worn at all times.

- Crew members shall not display signs, posters or pictures that do not reflect common sense and good taste.
- Cast and crew are to remain on or near the area that has been permitted. Do not trespass on to another neighbor's or merchant's property.
- The cast and crew shall not bring guests or pets to the location.
- Observe the designated smoking area and always extinguish cigarettes in butt cans.
- Cast and crew shall refrain from using lewd or offensive language within earshot of the general public.
- Cast and crew vehicles parked on City streets must adhere to all legal requirements unless authorized by the film permit.
- Parking is prohibited on both sides of City streets unless specifically authorized by the film permit.
- The company will comply with the provisions of the permit at all times.