**Location Reconnaissance Sheet**

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| **Production Title** | **Pembrook Memory’s** | **Location for Scene No(s).** | **1st Scene.** |

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| **Location Address** | **Trowbridge College** | **Contact Details for access/usage** | **01225 766241** | **Access Information** | **Formal permission maybe needed.** |
| **College Road** |  |
| **Trowbridge Wiltshire** |  |
| **BA14 0ES** |  |
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|  | **Issues** | | | | | | | **Actions & Responsibilities** |
| **Sound & acoustics Issues:** | **LISTEN!** | **YES ❑** |  | | **Weather/ Wind?** | **YES ❑** | **NO 🗹** | **Make sure that toilets are empty before recording.** |
| **Traffic/road works?** | **YES ❑** | **NO 🗹** | | **Background music/PA system?** | **YES ❑** | **NO 🗹** |
| **Aircraft?** | **YES ❑** | **NO 🗹** | | **Air conditional/ fridges?** | **YES ❑** | **NO 🗹** |
| **Electrical hazards/hum?** | **YES ❑** | **NO 🗹** | | **Wooden floors?** | **YES ❑** | **NO 🗹** |
| **Schools?** | **YES ❑** | **NO 🗹** | | **Other?** | **YES ❑** | **NO ❑** |
| **Camera, Lighting & Power Issues** | **Position of the sun** |  N/A | | | **Secure place for kit?** | **YES 🗹** | **NO ❑** | **Remember to move cables out the way while filming to prevent any accidents.** |
| **Window direction** | **N/A** | | | **TV/computer screens?** | **YES 🗹** | **NO ❑** |
| **Power supply?** | **YES ❑** | | **NO 🗹** | **Is floor level?** | **YES 🗹** | **NO ❑** |
| **Size of location** | **Small store room** | | | **Cables?** | **YES ❑** | **NO 🗹** |
| **Strobing?** | **YES ❑** | | **NO 🗹** | **Smoke alarms/sprinklers?** | **YES 🗹** | **NO ❑** |

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| **Permissions Required?** | **YES ❑** | **NO 🗹** | **Police Notification Required?** | **YES ❑** | **NO 🗹** |
| **Additional Location Notes** | Be aware that there may be staff or students wanting to use the facilities. | | | | |
| **Director/Production Manager Signature** |  | | **Date of Location Recce** | 12/12/13 | |