

# Recce Checklist

For more help with this checklist and all the relevant background information go to the Rigorous Recces course on learn.gateway:  
<http://learn.gateway.bbc.co.uk/details.asp?tID=5063>

Name of location .....

## Things to take:

Camera	<input type="checkbox"/>	
Mobile phone	<input type="checkbox"/>	
Notebook, pen, PDA	<input type="checkbox"/>	
Programme risk assessment form	<input type="checkbox"/>	
Maps/directions	<input type="checkbox"/>	
BBC ID card	<input type="checkbox"/>	
Brief	<input type="checkbox"/>	
Checklist	<input type="checkbox"/>	

## Talking to people:

Confirm ownership	<input type="checkbox"/>	
Exchange details	<input type="checkbox"/>	
Explain intentions	<input type="checkbox"/>	
Discuss fees/contract	<input type="checkbox"/>	
Editorial policy	<input type="checkbox"/>	
Are passes required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Availability and timings	<input type="checkbox"/>	
Local events	<input type="checkbox"/>	
Dress code	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Copyright issues	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Children's details	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Transport/access:

Landmarks for directions	<input type="checkbox"/>	
Neighbour disturbance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Risk of trespass	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Internal access	<input type="checkbox"/>	
Vehicle access	<input type="checkbox"/>	
Toilets	<input type="checkbox"/>	
Traffic control needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Shelter	<input type="checkbox"/>	
Safety for hazardous environments	<input type="checkbox"/>	
Tidal waters	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Boats/safety	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Camera/lighting:**

Position of the sun	<input type="checkbox"/>	
Window direction	<input type="checkbox"/>	
Power supply	<input type="checkbox"/>	
Size of location	<input type="checkbox"/>	
Strobing	Yes <input type="checkbox"/> No <input type="checkbox"/>	
TV/computer screens	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is floor level?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Secure place for kit	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cables	<input type="checkbox"/>	
Smoke alarms/sprinklers	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Sound:**

Listen	<input type="checkbox"/>	
Traffic/roadworks	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Aircraft	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Electrical hazards	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Schools	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Weather	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Background music/PA system	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Air conditional/fridges	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Wooden floors	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Things for director:**

Take photos	<input type="checkbox"/>	
GVs/top shots	<input type="checkbox"/>	
Cutaways	<input type="checkbox"/>	
Backgrounds	<input type="checkbox"/>	
Events	<input type="checkbox"/>	
Additional contributors	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Food/accommodation:**

Eating	<input type="checkbox"/>	
Hotels	<input type="checkbox"/>	

Check to make sure you've covered all you need and write more notes if necessary