

Scouting Locations

Tips/Needs for School Staff Prior to Filming

1. The crew will need electrical near the location that is planned for filming.
2. Allow at least ½ hour for the crew for set-up of lighting prior to filming.
3. Look at your backdrop from the customers view. Remove any cleaning equipment, trash receptacles, empty bread racks, etc from the “picture”. Bright colors film best!
4. Attend to details in the serving area.
 - Remove torn posters or handwritten signage.
 - Decorating theme (if applicable) looking fresh and representative of 1 season.
 - Food planned for photographing, brightly colored, fresh when possible. Ex: watermelon will film better than canned pears.
 - Use colored serving dishes or trays, silver baking sheets and mixing bowls do not film well.
 - Staff following departmental uniform expectations.
5. Notify building administrators or others who need to know that there will be video taping that day.
6. Make arrangement for visitor badges or parking passes (as your school requires) and notify Production manager of details.
7. Select students who may be filmed (if applicable) and arrange for media permission if your district requires it.