



## Recce Form

<b>The Room</b>	
Size?	
Windows? Facing which direction?	
Curtains or Shutters?	
Air-con? Can we switch it off?	
Furniture? Can we move it?	
Lights? Do we have control of the lights?	
Power sockets? How many?	
Foot traffic? Close to lifts/canteen/meeting rooms?	
Planned maintenance?	
<b>Props</b>	
What's needed?	
Any in the room?	
<b>Passes/Accessibility</b>	
Do you need a pass to get in?	
How early/late can we be there?	
Car park? In-house or external?	
Loading bay?	
Is there a service lift?	
<b>Food and Drink</b>	
Canteen? Can we use it? Accessibility? Quality?	
Local place to get food?	