



Global Information Required.

		Supplied	Not Supplied	Not Applicable
Due Date:				
Plans, Sections, Elevations				
Please indicate that if there are discrepancies between plans and elevations whether we should follow:				
1. The Plans				
2. The Elevations				
3. Refer to Architect for clarification				
List all plans supplied				
Floor Plans				
Levels - Basement to Roof				
Elevations				
External - N, S, E & W				
Internal - where applicable				
Sections				
Site Plan				
Survey Plan				
Material Schedule				
Walls				
Window Frames				
Window Glass				
Doors				
Door Frames				

Roof				
Gutters				
Balustrades				
Balconies				
Blade walls				
Fascias				
Louvres				
Fences				
Awnings				
Paving				
Miscellaneous				
Colour Schedule				
Walls				
Window Frames				
Window Glass				
Doors				
Door Frames				
Roof				
Gutters				
Balustrades				
Balconies				
Blade walls				
Fascias				
Louvres				
Fences				
Awnings				
Paving				
Miscellaneous				
Camera View				
View Points				
Show Height of camera				
Landscape				
Types of trees				
Heights of trees				
Roads				
Footpaths				
Fences and walls				
Gates				

Site Paving				
Planter Boxes				
Statuary				
Miscellaneous				
Surrounding Buildings				
Massing				
Photorealism				
Special features				
Miscellaneous				
Number and style of people				
Number and style of cars				
Signage or Shop Details				
Lighting				
Day or night				
Sky				
Final Output Size				
Description				
Write any special comments, features and descriptions required				

Interior Perspective				
Reflected Ceiling Plans				
Bulkheads				
Bulkhead Lights				
Bulkhead Ventilation				
Reflected Lighting Plan				
Type of lights				
Position of lights				
Colour of lighting				
Other Lights				
Kitchen Elevations (if required)				
Cupboard Doors				
Colour				
Cupboard Handles				
Shelves				
Extractor Fan				
Kickboard				
Main Appliances				
Oven - Type and Position				
Microwave - Type and Position				
Dishwasher - Type and Position				
Fridge – Type and Position				
Other Appliances				
Type				
Colour				
Position				
Bathroom Elevations (if required)				
Vanity Top				
Vanity Doors				
Vanity handles				
Bath				
Shower Type and Position				
Mirror - Type and Position				
Tile Size				
Internal Sections				

Landscaping Plan – if landscaping outside to be featured				
Materials				
Floor – by Room				
Walls – by Room				
Window Glass				
Ceiling				
Splashback				
Doors				
Window Frames				
Door Frames				
Curtains/Blinds				
Cornices				
Skirting				
Kickboards				
Handles				
Stairs				
Balustrades				
Tiles				
Balcony				
Colours				
Floor – by Room				
Walls – by Room				
Window Glass				
Ceiling				
Splashback				
Doors				
Window Frames				
Door Frames				
Curtains/Blinds				
Cornices				
Skirting				
Kickboards				
Handles				
Stairs				
Balustrades				
Tiles				
Balcony				
Artwork				
Paintings - style, size and position				

Objets d'art				
Accessories				
View shot from window				
Furniture				
Colour				
Shape				
Position				

Models				
Site Plan				
Extent of Model				
Scale of Model				
Internal Lighting Yes/No				
Animation				
Animation Pathway				
<i>Can be a scanned plan with route clearly marked or a description of the pathway. Indicate Stops and Zooms on the camera pathway</i>				
Music				
Moving People				
Multimedia (graphicframes, animated logos, extra information)				
Video footage spliced in;				
We take the film				
Client takes the film				
Live Presenter - composited in				
Voice Over				
Script				
Render to Video Tape				
Conversion to DVD				
Extra DVD Copies				