

(How to fill out ...)
Location Sheet

Name of Place: *E.g. Creaky Crystals or Lansin Island*

Type of Place: *E.g. A shop or An island*

Short Description: Give a brief one-or-two sentence description of the place, as if you were quickly describing it to a friend. *E.g. A 'New Age'/crystal shop in the centre of Amiton town, Lansin Island.*

Longer Description: You can get as carried away as you like in this description. I'd aim for at least a paragraph and to try to describe the location quite broadly, expanding on your short description above. *E.g. Creaky Crystals is a crystal shop in Amiton town centre. It has a big glass storefront that looks out onto The Fallend, a cobbled high street with a 50ft wall and stone stairs at one end. The crystal shop sits snugly in the corner of this street. Etched in cream above the glass storefront are the words: Creaky Crystals. It's one of the many shops in Amiton geared towards the local pagans and tourists visiting to the island because of its dark history of witch burnings. It's also the biggest pagan shop in the lower grounds of Amiton.*

Layout: Describe the layout of the place. This can be important to know when you're writing your first draft. For example, if you need to describe a character's movement in this location. If you figure out the layout now, then you won't have to stop during your writing to do it, and risk losing momentum and procrastinating. *E.g. Big glass store front. The shop has a wide open feel, with most the stock arranged against the walls. No isles. Very few shelving units. There are two separate counters in the big open area of the shop to get more customers through at once. At the back of the shop are the staff toilets and the break room.*

Unique Features: Describe any features that stand out about the place. There will be something that sets your location apart from other locations of the same type. For example, one park might have a nasty, rundown play area. Another park might have a giant pond in the middle with a little island in it that loads of ducks seem to live on. What's unique about your location? *E.g. The logo for Creaky Crystals is etched in cream above the store. And unlike most the crystal shops in Amiton, Creaky Crystals has two tills and a very open layout. The other shops were all overstocked and badly merchandised, and who feels comfortable shopping when they're afraid that if they turn to look at another item they're going to accidentally break something and have to pay for it?*

Important Objects: Write down any objects in the location that are important to the characters or the plot. For example, is there an ugly floral rug your character's mother-in-law bought him and he's been meaning to get rid of forever, but keeps forgetting, and then later in the story another character is going to trip on that damn rug and crack their head open? *E.g. The important objects in Creaky Crystals are the one that are actually missing! Mora notices items are being stolen and asks Nick to keep an eye out.*

Role in Story: What's the location's role in your story? Is it where the murder in your murder mystery novel takes place? Or is it just somewhere your character passes

through and doesn't return to? Filling this out will help you decide how relevant the location is to your story and whether you really need it or not. You might even come up with more ways you can use the location in your story. *E.g. Creaky Crystals is Nick's workplace, where a lot of important conversations, and even a confrontation related to a side plot, takes place.*

Relation to Characters: Describe what the location's relation is to each character, or just the relevant ones. *E.g. Creaky Crystals is where Nick, Mora, Janet, Michael, and Alan work. Juliet visits the store for the first time when she seeks out Nicolas at his mother's behest.*

Time of Year/Season: The time of year will almost always affect the way you describe a location, so it's worth jotting it down here. If the time of year changes dramatically throughout your novel, then you can list all the different seasons here too, and how they affect the location. For example, if your location's a shop, does it get too hot in the store every summer, because the air-con's rubbish? Or, if your locations a town centre, are there special celebrations at certain times of year, affecting the way your location is decorated? *E.g. It's Halloween time in the first book, so Creaky Crystals has loads of Halloween stock at the moment and the storefront is covered in Halloween decorations. Also, it gets dark early at this time of year, so it can be pretty depressing for the staff when they look out the window towards the end of their shift and see it's already getting dark outside.*

Place's History: What is the location's history? If it's a building, when was it built? Has there ever been a fire, a major refurbishing, or anything else noticeable? Or, if it's a country, have there been any significant wars that are relevant to your plot? You get the idea. This information field can take a long time to fill out for some locations, but it will give real depth to your story's setting.

(SENSES: It's most important to fill out the senses, because mentioning these in your story will make your readers feel like they are there.)

Sights: *E.g. All the stock: books, crystals, dream catchers, athames, dragon and fairy statues, singing bowls, and so on. The view of The Fallend: customers walking by outside. The wall and stone stairs outside. The store layout: two counters at opposite ends of the store, to get more customers through at once. A big, square, open layout. Toilets and smalls staff break room out the back.*

Sounds: *E.g. Hustle and bustle of outside when the door is opened. General town noises. Customers entering/leaving store. Customers and staff gossiping. Occasional loudmouth outside. They usually have a meditation CD going, which customers (or staff members, when they get sick of the same music) can pick from a jukebox type thing that advertises the available albums.*

Smells: *E.g. Incense. Occasional bitter, smoky smell. General clean smell, from daily cleaning routine.*

Tastes: *E.g. Sometimes an unpleasant, stale taste in the air when the shop gets really busy and full of sweaty people on a summer's day.*

Touch: *E.g. Mora tries her best to keep the temperature comfortable. Occasional draft from customers entering or leaving. Feel of the stock. Feel of dust on shelves when doing cleaning routine. Sometimes gets humid and unpleasant in the air when the shop is busy.*

Sixth Sense: Any peculiar feeling or inexplicable sensations that certain characters experience in this area? Is it eerie? Does it send shivers down their spine? Does this place always relax them? Does it have a wide open feel, or is it claustrophobic? *E.g. Creaky Crystals has a wide open feel, unlike the other pagan shops, and gives a sense of quality and the manager's pride in the store.*

Extra Notes: Add any other miscellaneous notes here.

If you want, insert pictures of real locations, objects, or even your own illustrations of your story's settings to help you visualise the locations and describe them better.
