

Ash Renlee's Establishment Setting Guide

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Place Name

What is this place called? If it is not included in the name (Johnsville High School, Kaytown Mall, Belle's Ski Resort), state what type of place this is. A station, hotel, zoo, amusement park, market, cruise ship, private island, etc.

Meaning:

How did this place get its name?

Symbol / Colors:

Is there a flag/sign/crest/mascot for this establishment? Any associated colors? What (if any) is the significance/history behind these symbols/colors? Put 'none' if needed.

Identification:

Do the people who reside or work here carry a badge, wear a uniform, have an accent, special abilities, features, markings or tattoos, etc.?

Located:

In what larger setting like a country, town, kingdom, forest, valley, etc. is this setting found in? What surrounds this place? Does this place move like a traveling circus or space ship? Where are the boundaries for the area and what marks them? A fence, a wall, a wilderness? What similar settings could be tied to this one?

Example: A school could also contain a gym, principal's office, classroom, library, and playground.

Location	
Boundaries	
Related Places	

Spotlight:

What is something unique about this place? What makes it stand out? What is it known for?

Role in Story:

What happens here? Why is this place important? How does it contribute to the story? What does this place mean to the character(s)? What memories, fears, dreams, or emotions arise from the place itself? Is there something here that is similar to a past experience or future expectation? What does this place make them think of?

*Your setting should be used with purpose to help steer the plot. Try to set a mood, test obstacles, learn new information, display symbolism, foreshadow an event, or challenge/develop/explore the backstory of a character.

Role	
Character Emotion	

Mood:

What vibe does the place give to the characters? How do you want your readers to feel while here?

Purpose:

How long will your character(s) be in this setting? What are they doing here? Learning, researching, living, visiting, playing, working, etc.? Can people come and go freely? Only during open/working hours? Only if they have special permission or membership? Or is this like a prison where inmates are not allowed to leave? Put 'unknown' if needed.

Purpose	
Time	
Accessibility	

Description

Give an overall description of the establishment as a whole. How is this place constructed? Are there smaller areas within? What are some natural/physical defenses against outside threats? Are there any important or convenient landmarks like a monument, exhibits, a lobby, restaurant, stadium, a shrine, fountain, or flagpole? How clean is this place? What is the air/water quality? Are things kept tidy and maintained? Use senses to provide details of what it is like to stand in this place.

Landmarks	
Sights	
Smells	
Sounds	
Textures / Sensations	
Tastes	
Upkeep	

Weather / Temperature:

What is the average climate/weather here? Does it change? How hot, cold, or humid is this place? Any extremes that need to be taken into account? If seasons change, in what ways do things like clothing, work, lifestyle, etc. alter to accommodate?

Occasions / Time:

Are there special occasions, holidays, or events here? How is this place affected by the time of day or year?

Example: Do lights come on when it gets dark at night that are kept off during the day? Is everything locked down for a curfew? Is this place decorated for holidays? Are there competitions, shows, parties, or maintenance checks on certain dates or times?

Inhabitants / Culture:

What type of people, animals, plants, or objects are in this establishment? How do these things reflect the culture? List as many as you can. Put 'none' if needed. Note: this could include created or fantasy races, monsters, and beasts as well.

*Use the setting to your advantage. What could be a danger, used as a weapon, trigger an emotional breakdown, or inspire a plan?

***If you have a magic system, superpower, or advanced technology, make sure you work it into your answers. How are these things affected by this new concept for better or worse?**

People	
Animals / Insects	
Plant Life	
Objects	
Clothing	
Food / Drink	
Buildings / Structures	

Transportation:

How do people get around within the area? Do people walk and take stairs or are there elevators, gondolas, trains, boats, bikes, jetpacks, carts, cars, or teleportation? Are these things available to the public or owned individually? How do most people come and go from this place? Is it easy to get to and access or is this establishment in a dangerous and/or isolated area? What's the cost?

*Remember transportation will have an effect on buildings, placement, and routes in your setting. If you have trains, you will need tracks and train stations, boats need docks, cars will need paved roads, and parking lots.

Within:**Without:**

Potential Dangers / Conflicts:

Name at least three things in this setting that could pose a danger or a threat. Consider both small/large threats, accidents, and natural disasters. Then describe what about this place could create obstacles, disagreements, or triggers for the character(s)

*Consider using at least some of these dangers/obstacles in your story. Adding a battle against the setting to a trial your character(s) are already engaged in, be it physical or mental, ups the tension of any scene.

1.
2.
3.
4.
5.

Obstacles:

Emergency Situations:

Are there safety measures for emergencies? Exits, escape pods, lifeboats, fire extinguishers? How would someone get medical attention if needed? Do characters know about these procedures? How would someone call for outside help from here?

Communication:

How do people communicate in/around this establishment? How is news conveyed? Posters, letters, phones, radio, electronic ear pieces, a unique magic or technology, announced over a loudspeaker, word of mouth? How fast/easy is it to communicate with those outside the establishment?

Hierarchy:

Who is in charge here and why? A principal, religious leader, boss, chief, parent, warden, headmaster, captain? What is the chain of command, rank, or status system? Do different people oversee particular areas? What team runs this place and what are their jobs? How are workers here paid? Room/board, a set salary, depending on sales/customers, by the hour, with a valuable item. Is the work done by slave labor or those serving a punishment?

Name, Title, or Group	Job or Purpose
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Resources / Disposal:

How does this place obtain supplies like food, water, tools, merchandise, electricity and/or power? Where does it come from? Is this place part of a city that provides basic needs? Are things bought and shipped in from elsewhere, or does this establishment produce these things on site? How are things that need to be disposed of like trash/waste taken care of and by who?

Food / Drink	
Tools / Merchandise	
Power	
Waste	

Rules / Regulations:

What are three important rules (fair or unfair) in this place? Why were these rules made in the first place? For safety, control, to keep order, moral beliefs? How are they enforced? Officers, caution signs, gates, locks? What are the punishments for breaking them? Put 'unknown' if needed.

Rule	
Reason	
Enforcement	
Punishment	

Rule	
Reason	
Enforcement	
Punishment	

Rule	
Reason	
Enforcement	
Punishment	

Schedule:

What is an average daily or weekly schedule here? Does this place open/close at a certain time? Are there maintenance checks or patrols? Shows or events at certain times, a lunch hour or curfew? If this doesn't apply, skip or put 'none.'

Admission / Merchandise

Is there a cost of admission to get into this place? Is it like a school where you show proof of payment for a semester? Or a zoo where you must pay with every visit? What sort of things are bought and provided free here? What type of currency is used? Are things paid for with bribes, cash, credit cards, rare items, or is this a trading post? What are the costs of things here? Are things fairly cheap or expensive?

Put 'none,' or 'free if needed.'

*Example: The services in a library are free with a library card, a museum might provide a free map but charge admission and also have a gift shop where one can buy souvenirs. A student can bring their own lunch or buy their food in the school cafeteria. A store is free to browse but sells a large range of cheap and expensive items.

Admission:

Item	Cost	Paid / Accessible With

History:

When was this place developed and by whom? What has changed since then? What are some key events that have happened here? Are there any myths or legends associated with this place? Is there anything about the history of this place that makes it stand out or special? Are people happy to be here?

Extra Notes:

Any extra notes, diagrams, info you need for your setting can be placed here:

Map

If you desire, you can draw or upload a map in the space provided:

* The most important or common areas will usually be located in places where everyone can easily get to them. When it comes to smaller things that allow life to function like drinking fountains, benches, elevators, bathrooms, shops, etc. there will usually be more than one scattered around a larger setting.



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