

EXTERIOR PHOTOGRAPHY CHECKLIST:

A SIMPLE CHECKLIST TO HELP ASSURE SUCCESS WITH THE EXTERIOR PHOTOGRAPHY.

Can a site plan be made available to plain out the shot list? _____
 Will there be any construction or installations activities scheduled during the shoot date? Y N
 What direction does the front facades face? N NE E SE S SW W NW
 What direction do other facades face that require photography? N NE E SE S SW W NW

Has a member of your firm visited the project lately? Y N
 Are there any dumpsters/construction equipment visible that need to be scheduled for movement?
 Are there any signage or ornaments that need to be removed?

Are the owner/occupants expecting the Photographer & crew?
 a. Exterior photography can require a substantial amount of prep work both in styling window blinds & adjusting interior lighting this normally takes place in the wee hours of the day & or the day before?
 b. Do the tenants understand the production & duration of the assignment?

Can a memo be sent to employees/tenants informing them of the upcoming photo shoot?
 An email explaining the process & asking permission to both enter window offices to adjust blinds & adjust office lighting.
 Plus to inform them of the specific date of photography asking if windowsills can be neatly arranged & any visible signage temporary taken down for the exterior photography.

LOCATION ACCESS:

Is security clearance required & if so what information do the photographer & crew need to supply?

THE SECURITY COMPANY SHOULD BE NOTIFIED OF THE PHOTOGRAPHY SHOOT.

Is there a representative at the security company that can be contacted, after hours & or wk-ends?
 Are there any alarms or restrictions set during the after hours/weekend hours?

Contact Name at the Security Company	Email
Office #	Mobile #

Who is the site's representative to contact, after hours & or wk-ends, with any questions?

Name	Email
Office #	Mobile #

Does the property have a maintenance personnel that can provide access & or answer any questions?

Name	Email
Office #	Mobile #

LIGHTING & ELECTRICAL:

Will we have access to the interiors to adjust blinds & interior lighting?

Will a representative be on site with keys to access window offices to adjust blinds/lighting?

Is approval required to adjust the light settings? _____ If so by whom _____

How are the lights controlled, both exterior & interior lighting that illuminates windows?

Is the lighting controlled by a computer system? _____

If so will a representative be on site that can adjust the lighting?

If applicable can a contact person & Info from the Lighting Design Company be provided?

Lighting Design Company	
Contact Name	Email
Office #	Mobile #

Will the photographer have access to the circuit box? Where is it located?

Can motion controlled, timers, & or photo sensor lights be manually controlled? Can they be turned off via the circuit box?
 When does the exterior lighting & landscape lighting come on?

Who is the building engineer / electrician? And Will they be available after hours / weekends?

Name	Email
Office #	Mobile #

LANDSCAPING, PARKING, & MISCELLANEOUS:

- A) Will additional props be supplied for the photo shot? (Plants, sod, pedestrians)
- B) Is the landscaping complete? At what stage is it? Mature, freshly laid sod, new trees without leaves?
- C) Can the parking be restricted in front of the building
- D) Will an elevated lift be required for photography?
- E) Will we need to gain access of roofs to an adjacent building?