

*INTERIOR PHOTOGRAPHY CHECKLIST:*

*A SIMPLE CHECKLIST TO HELP ASSURE SUCCESS WITH YOUR INTERIOR PROJECT.*

Can a site plan/floor plan be made available to plain out the shot schedule?

Will there be any construction or installations scheduled during the shoot date? Y N

Has a member of your firm visited the project lately?

Are the owner/occupants expecting the Photographer & crew?

Interior photography can require a substantial amount of prep work both in styling furniture & lighting the space.

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 required offices to adjust blinds & stylize furniture including the tops of office desks.

Inform them of the specific date of photography.

*INTERIOR ACCESS:*

Is security clearance required & what information do the photographer & crew need to supply? \_\_\_\_\_

Will the security company be notified of the photography shoot?

Is there a representative at the security company that can be contacted, after hours & or wk-ends?

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 #

What is the preferred access to the site including after hour / weekend times? \_\_\_\_\_

Is there a loading dock, & if so are there hours of operation & where is it located?

\_\_\_\_\_

\_\_\_\_\_

Is there be access to the project's parking garage & what time does it open/close? \_\_\_\_\_

Will access cards be provided?

Will elevator access cards be required to use the elevators & if so will we have one?

*LIGHTING & ELECTRICAL:*

Is approval required to adjust light settings? If so by whom \_\_\_\_\_

How are the lights manually controlled?

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 about the Lighting Design Company be provided?

Lighting Design Company	
Contact Name	Email
Office #	Mobile #

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

Name	Email
Office #	Mobile #

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

Will spare bulbs be available?

Will we have access to ladders & or light changing poles?

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

Name	Email
Office #	Mobile #

*FURNITURE, DECORATIONS, & PROPS*

Will additional props be supplied for the photo shot? (Flowers, artwork, people-models)

Are there any signage or ornaments that need to be removed?

Can office desks be stylized without permission?

Can furniture be rearranged for photographic aesthetic considerations, with the idea everything will be returned to it's location?

Will a representative be available to turn on monitors, television displays, & AV equipment for the photography? If not does the photographer have permission?