



GENERAL SHOOT COORDINATION	Y/N?
Notify employees and tenants regarding photography date and time	
Notify and coordinate with any on site security	
Ensure photographer access to all areas required for photography, including specific areas that require controlled access by key, fob, or card	
Ensure photographer access to all areas needed in and out after normal business hours	
Coordinate any construction activity, building or site maintenance to avoid conflict with scheduled photography	
Ensure site clear of dumpsters, scaffolding, debris or graffiti	
Ensure automated landscape sprinklers are not scheduled during shoot times.	
All furniture, equipment and machines should be assembled, aligned and photo ready	
Ensure floor, carpet, walls and windows are visibly clean	
Close amenities such as pool and fitness center, ensuring clear of people and a clean facility during shoot unless otherwise coordinated	
Ensure pool is clean and free of debris, with no oil or water marks on grounds	
Align pool deck chairs, sunbed backs, and pillows	
Pool lights should be functional and turned on (if applicable)	
Fitness area should be clean and free of debris, used towels, etc and smaller items such as dumbbells on racks are stored neatly	
Remove temporary signs, marketing collateral, etc.	
Remove seasonal decorations	
Turn off all televisions unless otherwise directed	
Turn off all ceilings	
Hide or empty trash bins	
Coordinate interiors lights on at dusk (if applicable)	

*If Client fails to coordinate these request in a manner that proves disruptive to or delays the Photographer's duty to perform the work during the scheduled shoot session, resulting in cancellation or postponement of any segment, Client is responsible to pay for the entire scheduled work to be performed and any additional time for which the Photographer needs to return to complete the Work.*