

LUMIS PRE-SHOOT CHECK LIST

Architect:

Address:

T:

E:

Name of Project:

Address:

Approximate Date of Photography:

GENERAL

- Will the architect walk the site with the architect?
- What is the name of the site contact and telephone?
- Is a security clearance required?
- Is parking available on site?
- Is special insurance required?

WEEK BEFORE

- Will the architect's representative walk the site the week beforehand to ensure dumpsters, scaffolding window stickers, fences, debris, graffiti or markers are removed?
- Is touch up required and is someone in place to handle the week beforehand?
- Will a memo be sent to employees or tenants regarding the advanced clean up.
- Are the owners and occupants expecting the photographer and do they understand the nature and duration of the photography?

DURING PHOTOSHOOT

- Will the architect's representative be on site during the photo shoot to lend a hand and provide assistance of a general nature?
- Will there be a cleaner or handyman on site to assist?

EXTERIOR PHOTOGRAPHY

- Will a location and site plan be provided?
- Will any government permits be required?
- Is there need for any parking or traffic control?
- Can onsite parking be controlled?
- Is there any onsite construction or maintenance activity to be controlled?
- Is landscaping complete and mature?
- Are there any exterior fountains or pools and will someone be on hand to assist?
- Are there any automatic sprinkler systems and will someone be on hand to assist?
- Will the photographer have access to controls of exterior lighting and signage?
- Are the lights controlled by timers or photo sensors and can they be controlled?
- Are there any signs or banners to be removed?

INTERIOR PHOTOGRAPHY

- Is approval needed to adjust lighting?
- Is lighting computer controlled?
- Is the lighting system controlled by motion sensors?
- Are all lights operational and bulbs in place?
- Will spare bulbs be available?
- Can lighting be manually switched from the circuit breaker panel?
- Will the photographer have access to the circuit breaker panel?
- Will decorations and signage need to be removed?
- Will the photographer need access codes or passwords to enter and leave the premises?