

# PHOTOSHOOT PREP CHECKLIST

My goal is to photograph your property with the highest quality. To ensure your photoshoot goes smoothly and safely, I've put together this preparation checklist of things you should do prior to your scheduled shoot.

## APARTMENT COMMUNITY CHECKLIST

- Please have an extra set of access key fob, model keys, property map, and shot list of areas to be photographed available.
- "Areas closed for photoshoot" signs placed in amenities ( pool/s, gym, meeting rooms, computer stations, etc.)
- Plan not to be seen: All staff should plan on either being off shooting areas or remain in areas where they can't be seen during the photoshoot. Foot traffic and guests should be at minimum. Rooms overlap in the photos, people can cause shadows and reflections, and there is risk to equipment that will be setup throughout the property. I understand I will be visiting during business hours, so direct residents into off camera view offices or meeting rooms.
- Covid related items, social distancing signs, hand sanitizing stations, should all be removed and stored away.
- Front of club house should be cleared of all cars, maintenance, and tour golf carts
- Pools should be free of leaves, chairs all at the same elevation, cushions straightened, umbrellas open, leaves blown, grills should be closed.
- Tennis Courts should be blown and free of leaves, if your net is bad shape please remove it. If you have a sand court please make sure this area is neat and evened out.
- All Televisions should be in the off position ( club house, gym, etc. )
- Gym equipment should be straightened up and in its storage containers/shelving.
- Coffee bar should be cleaned, organized, and minimized
- Cushions straightened and well placed
- Remove visible trash cans
- Clear and organize any leasing agent desks that will be visible
- If my visit is during closing/hand-over please make sure all refreshments and snack shipments are not on counters or areas to be photographed.

- Turn on water features: If you have fountains, waterfalls, or similar water features, please turn them on before I arrive.
- Turn on all interior and exterior lights: All lights throughout the property need to be turned on. Please replace all burned-out bulbs at least 24 hours before the photoshoot.
- Turn off all ceiling fans
- Hide cords and remotes: Sometimes electrical cords can't be hidden, but you will have more appealing pictures if you can hide TV remotes, game consoles, and any noticeable cords.
- Dog Park: make sure that all of their droppings are cleared and trash cans emptied or closed.
- Dog Spa: Clean and organized
- Package room: Packages on the floors should be put away, any large items should be removed.
- Club House Kitchen should be clean and free of personal items
- Holiday decorations should be taken down and put away ( including trees )

### IN THE MODEL

- All ceiling fans off
- All lights on, replace burnt bulbs
- Snack trays should be put away
- Cushions and bedding straightened
- Patios cleaned and furniture straightened
- Remove unused decorations that are sitting around, and in closets.
- Toilet seat lids should be down
- Music should be on and set to a tasteful station ( Just Joking ! )

## RESIDENTIAL PROPERTY CHECKLIST

- Be shoot-ready: Cleaning and staging needs to be done before I arrive, preferably the day before your photoshoot. I may move small items (flowers, small pictures, etc.) to improve photo composition, but larger items need to be in place before I arrive, and staging accessories need to be in place as well.
- Secure or remove pets: I love pets but we can't have them around for your photoshoot. Dogs must be secured or off the property to ensure the safety of myself and my equipment. MLS rules also prohibit people and pets from being in pictures. Cats should be secured as well, although they usually pose fewer problems than dogs (cats often just hide). It's also a good idea to hide pet food and water bowls as well.
- Plan not to be seen: I will be on property for 2 hours. All occupants should plan on being off the property during the photoshoot. Rooms overlap in the photos, people can cause shadows and reflections, and there is risk to equipment that will be setup throughout the property.
- Use the garage for storage: I normally don't shoot garages, so this is a great place to store items you'd like to hide. Page 2 of 4 Photography Prep Checklist | [www.NathanCoolPhoto.com](http://www.NathanCoolPhoto.com) Outside Prep
- Clear the cars: Make sure no cars are in the driveway. If possible, also move cars from the street in front of the home. We want as clear a view as possible of your property.
- Hide trashcans: Trashcans can be placed on the side of the property or in the garage.
- Hide hoses: Do this the day before the shoot since hoses can drip water onto the pavement when being moved, leaving puddles in your pictures.
- Prep the yard: Do at least 24 hours prior to your photoshoot. Yard should be mowed and cleared of any toys, tools, etc.
- Turn off sprinklers: Do not water the day of the shoot to prevent puddles on pavement.
- Pick up poop: If you have a dog, make sure that all of their droppings are cleared from the yard.
- Prep pool and spa: If you have a pool and/or spa, please have them clean with covers removed. For spas, provide instructions to the realtor on how to turn it on.
- Prep water features: If you have fountains, waterfalls, etc., please clean them and provide instructions to the realtor on how to turn them on.
- Remove for-sale sign: The for-sale sign should be removed from the property (if possible) by the realtor if it has already been installed. Visible signs violate MLS photo rules, and they can't always be edited out. It's best to schedule sign installation for after the photoshoot.

- Clean patio furniture: Dust and remove cobwebs from all outdoor furniture. Do not hose down your furniture the day of your shoot, since this can create puddles. Page 3 of 4 Photography Prep Checklist | [www.NathanCoolPhoto.com](http://www.NathanCoolPhoto.com) Inside Prep
- Declutter kitchen: A few items on the counters are usually fine, but dishes, sponges, rags, etc. should be put away. It's best to remove all magnets, pictures, etc. from the refrigerator and remove throw rugs from the floor.
- Declutter bathrooms: Toothpaste, toothbrushes, razors, and other "personal" items should be hidden. Decorative unused soaps, candles, flowers, etc. are preferred. It's also good to remove all throw rugs from the floor.
- Prep bedrooms: All bedrooms should have their beds made and items put away.
- Hide trashcans: Trashcans can distract so it's best to hide all of them in closets or the garage.
- Hide cords and remotes: Sometimes electrical cords can't be hidden, but you will have more appealing pictures if you can hide TV remotes, game consoles, and any noticeable cords.
- Clear entryways: Remove all shoes, umbrellas, and similar items from entryways.
- Open blinds with views: Your indoor photos will show outdoor views
- Turn on lights: Before I arrive, please make sure all interior lights are turned on. If need-be, please replace all burned-out bulbs at least 24 hours before the photoshoot.
- Turn off ceiling fans: Before I arrive, please make sure all ceiling fans are turned off. Page 4 of 4 Photography Prep Checklist | [www.NathanCoolPhoto.com](http://www.NathanCoolPhoto.com) Twilight Prep If you've scheduled a twilight shoot the following are additional items to prepare before I arrive. Note that twilights have tight schedules to ensure optimal lighting, so please make sure all of these items are ready before I arrive.
- Turn on all interior and exterior lights: All lights throughout the property need to be turned on. Please replace all burned-out bulbs at least 24 hours before the photoshoot.
- Turn on pool lights: If you have a pool, turn on the pool lights before I arrive. If you have a spa, remove the cover, and turn it before I arrive. Turn on the lights in the spa, fountains, waterfalls, or similar water features as well.

Thank you for your time and patience to go through this checklist! I am grateful and looking forward to meeting you. If you have any questions, please feel free to contact me anytime.

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