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## **Checklist For Architectural Photography**

Commissioning architectural photography is a commitment of time, resources, and funds. This checklist highlights a variety of important factors to consider in the planning process and helps to ensure maximum efficiency and productivity. It is a reference guide for clients, participants, and for the photographer as well.

### **Scope of Assignment**

- Identify the commissioning clients and all participants.
- Determine requirements and use for each: Archives, Marketing, Publicity, Advertising.
- Confirm licensed usage and photographer's rights.
- Consider context, structure, materials, use, timing, and access.
- Schedule a site visit, if possible.
- Consider alternate sites for overview. Identify nearby sites for access, viewpoints.
- Specify decision-makers and key personnel. Share pertinent email and phone contacts.
- Secure access, insurance certificates, union clearance, access and lighting codes.
- Discuss delivery schedule, procedures with presentation, publication and competition dates.

### **Photography Schedule**

- Create a shot list, outline number of images and discuss key areas to photograph.
- Consider building orientation, consult floor plans.
- Review scouting/construction shots.
- Time of year: Leaves on trees? Flowering shrubs? Snow? Seasonal decorations removed?
- Personnel/ Models? Appropriate attire. Model releases? Styling? Props?
- Certificates of Insurance for owner, tenants, developer?
- Traffic? Parked cars?
- Nighttime: Crew & equipment in/out after hours? Equipment storage overnight?
- Delivery: Scouting shots? Preliminary views? Finalized digital files? Prints?
- Rain Date & Cancellation Policy: Discuss rain delay, alternate access or cancellation policy with photographer, clients, owner, tenants.

### **Site Considerations: Avoid surprises at the site**

- Notify building owners/managers of date, start and departure times, number of people in crew.
- Specify exact location of site, where to meet, provide directions and parking instructions.
- Site contacts with cell/email information: Owner? Security? Maintenance crew? Union Specs?
- Construction Status: Trailers? Dumpsters? Scaffolding? Fences? Work complete? Construction signage removed? Permanent signage in place? Flags up? Graffiti?
- All spaces occupied? Clean? Furniture installed? Artwork in place? Flowers? Props available?
- Windows clean? Shades adjusted? Windows sills clear? Work spaces orderly?
- Landscape and gardens: Installed? Lawn green? Mowed? Sprinkler system off? Fountains on/off?
- Possible Disruptions: Parade? Street Fair? Pick-ups/deliveries? Building or public maintenance?
- Lighting: All lights working? Adjustable? Shades? Consistent within areas? Circuit breaker?
- Computers: Okay to turn on? Graphics loaded onto monitors in advance?