

Photography Commissioners Checklist

- Ensure building owner and tenants, and in particular any security personnel are aware of the photography taking place and its reason.
- Supply location plan, site plan with north point, floor plans and elevations.
- If possible supply any available snapshots for reference.
- Ensure no building works are taking place. Cherry pickers especially to be removed from site.
- Tidy up as much as possible. Ensure cleaning materials are available to use.
- Windows to be closed unless specified and blinds/curtains to be consistent.
- Ensure maintenance people for lighting, door entry systems and lifts are on standby with relevant contact details for each.
- Any temporary signs, banners, flags, Christmas decorations etc are removed.
- Ensure parking space/unloading facility for photographer if available.
- Remove any obstructions, cars, skips, dustbins etc from the exterior of the building.
- If arranging hotels/flights please provide the photographer with all the relevant information, booking numbers, contact details, location, times etc.
- If you are not available for the actual shoot please provide the photographer with as much information as to what you want from the images. Remember the photographer is not a mind reader. If possible meet before the photography takes place and recce the building/locations.