

# PRE-PRODUCTION PLANNING

## PARKING

- Is there a place we can unload/load our gear  Yes  No  
If yes, where \_\_\_\_\_
- Where should we park during the photo shoot?  
Do we need a permit?

## EVENING & LATE NIGHT ACCESS

- Is a key/card required for access or is there a door that can remain unlocked?  Yes  No  
If yes, where \_\_\_\_\_

## MAINTENANCE CEW

- Is there a maintenance person available to assist with unforeseen issues?  Yes  No  
If so, how do we reach her/him? \_\_\_\_\_

## LADDERS & LIFTS

- Sometimes we need to raise our camera for higher perspective on a shot. If ladders and/or lifts are available for use, who do we contact for access? \_\_\_\_\_
- If a lift is available, is a safety harness also available, or if we need to bring our own? \_\_\_\_\_

## DOORS & BLINDS

- Are any of the blinds mechanical?  Yes  No  
If yes, how do we control them/who do we contact for adjustments? \_\_\_\_\_
- Are folding doors/partitions able to be opened/closed?  Yes  No  
If yes, how do we control them/who do we contact for adjustments? \_\_\_\_\_



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## LIGHTING

■ Can the photographer control lighting inside/outside of areas to be photographed?  Yes  No

■ If not, who should we contact for lighting adjustments (on/o/dim) during daytime and night shoots?

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■ Are any of the lights on timers?  Yes  No

If yes, how do we turn them back on after hours? \_\_\_\_\_

■ If bulbs are missing/burnt out, are replacements available? Who do we contact? Will a ladder be required/available? \_\_\_\_\_

## SPRINKLERS

■ Are the sprinklers schedule to activate during our shoot?  Yes  No

If yes, can we isolate the area being photographed to be bypassed during the duration of our shoot?

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## HOSES & BIBS

■ When photographing driveways, roadways, and large concrete pads, we may choose to hose the area for a wet/reflective effect or to clean the area. Is there a hose/bib accessible?

Yes  No

## TRAFFIC

■ Do we have permission or assistance in controlling traffic if needed?  Yes  No

■ Is someone available to help (eg. maintenance, security, valet)? If so, please provide contact info.

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