

## Location Checklist

### Location Information

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Emergency Number: \_\_\_\_\_

### Location Basics

- Is security clearance required?
- Is the loading dock? Are there restricted hours?
- Will there be access to all areas, or will keys be needed to specific areas?
- Will the crew and equipment be able to get in or out after hours?
- Will a floor plan be provided?
- Will elevators be working?
- Will all alarms be off?
- Is there a secured place to store equipment during multiple-day assignments?
- What is the site contact name and number?
- Is approval needed to adjust interior, exterior, and ambient light?
- Is the lighting computer-controlled?
- Are the lights controlled by motion sensors?
- Is all lighting operational, and are the bulbs consistent within areas?
- Will spare bulbs be available?
- Can lights be manually turned on and off from a circuit breaker?
- Will there be access to the circuit box?
- Are the different types of lights (e.g., fluorescent, tungsten) on individual circuits?
- Is a building engineer or an electrician available if required?
- Are there windows in the space? Is there a way to control ambient light?
  
- Is there any construction activity?
- Are there window washers on the building?
- Is any facility maintenance scheduled?
- Will the interior of the Are there any fountains, and can the photographer control them?
- Are there any computer-operated sprinkler systems, and can the photographer control them?
- Will the photographer have access to exterior lighting and signage?
- Will the interior of the building be accessible to adjust window blinds and lights?
- Has a client representative checked the site recently for dumpsters, scaffolding, window stickers, fences, debris, and graffiti?
- Must any decorations or signage be removed?
- Is there a security department that must be notified about the assignment?
- Is parking available for the photography crew?
- Can customer or tenant parking be controlled?
- Will the Police Department be needed for parking or traffic control on public streets?
- Do any government authorities require that permits be obtained?

## Location Checklist

### Furniture

- Do any decorations or signage need to be removed?
- Can desks be rearranged without permission?
- Will props or models be necessary?
- Is permission needed to turn on computer screens, television monitors, and AV equipment?
- Must specific images be loaded into the devices in advance?

### Personnel

- Are the owner and the occupants expecting the photographer and crew?
- Do they understand the nature of the project and the duration of the photographer's work?
- Is there a cleaning crew in the space after hours?
  - Can they work around the photographer?
  - Can the photographer work around them?
- If models will be used, are they employees of the tenant or the architect?
  - Do they understand what they may be required to do and to wear and how long they may be needed?
- Are model releases required?
- Who is responsible for meals and for supplying water, coffee, and snacks?