

## **Architectural Photography Checklist**

Constructed jointly by AIA and ASMP (American Society of Media Photographers – Architectural Photography Group)

### **GENERAL CONSIDERATIONS**

Has the architect walked the site with the photographer?

Who will be the architect's representative during the assignment?

What is the site contact name and number?

Is security and/or safety clearance required?

Is there a security department that must be notified about the assignment?

Is parking available for the photography crew?

Are certificates of insurance required? Who needs to receive them?

### **Personnel**

Consider who should be present and who should not be present during the photography, and make sure that everyone is fully briefed on the roles he or she will be playing.

Are the owner and the occupants expecting the photographer and crew? Do they understand the nature of the project and the duration of the photography?

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? (This is especially important for children.)

Who is responsible for meals and for supplying water, coffee and snacks?

Will a memo be sent to employees or tenants regarding advance cleanup and the assignment date and time?

Is any union permission required for photography?

### **INTERIOR PHOTOGRAPHY**

#### **Site access and security**

Where is the loading dock? Are there restricted hours?

Will the photographer have total access or need keys 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?

Does the photographer have access to ladders and dollies?

Does the photographer have access to vacuum cleaners and cleaning supplies?

Is there a cleaning crew in the space after hours? Can they and the photographer work around each other?

Will the air-conditioning or heat be off during the assignment? Do special arrangements need to be made to keep the HVAC on or to turn it off?

Will all alarms be off?

Is there a secured place to store equipment during multiple-day assignments?

What are the emergency phone numbers for assignments taking place during weekends or after hours?

### **Illumination**

Does the photographer need approval to adjust interior, exterior and ambient light?

Is the lighting computer-controlled?

Do motion sensors control the lights?

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 the photographer have access to the circuit box?

Is a building engineer or an electrician available if required?

Are there windows in the space? Is there a way to control ambient light?

### **Furniture and fixtures**

Do any decorations or signage need to be removed?

Can desks be rearranged without permission?

Will props or models be necessary?

Does the photographer have permission/password access to turn on computer screens, television monitors and AV equipment? Must specific images be loaded into the devices in advance?

### **EXTERIOR PHOTOGRAPHY**

Will a site plan be provided ahead of time?

Is there any construction activity?

Are there window washers on the building?

Is any facility maintenance scheduled?

Will the interior of the building be accessible to adjust window blinds and lights?

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?

### **Landscaping and surroundings**

Is the landscaping complete and mature?

Are there any fountains? Who can 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?

Are there any decorations, signs or banners that need to be removed?

Do timers or photo sensors control the lights? Can they be manually controlled?

Has a client representative checked the site recently for dumpsters, scaffolding, window stickers, fences, and debris, graffiti or snow markers?