



# Photo shoot checklists.

If you are reading this, you probably plan to arrange a photographic shoot to capture new images as part of your marketing or have already scheduled a photo shoot.

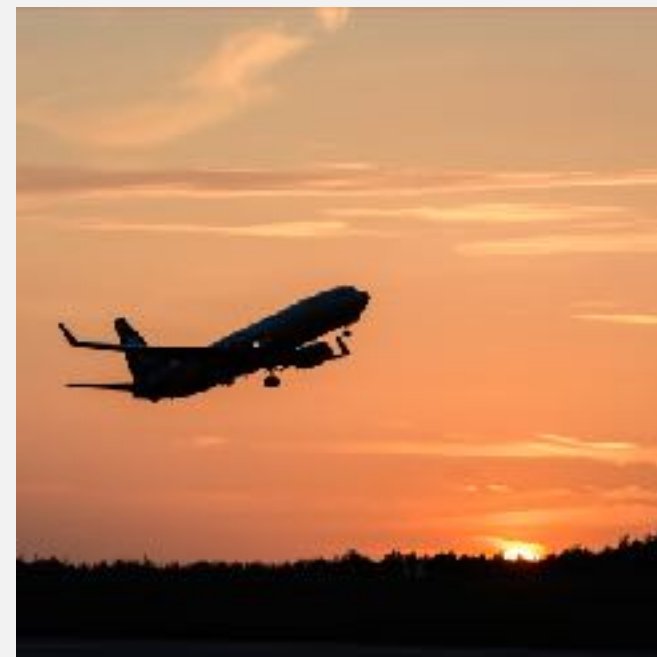
If you don't fall into either of these categories and you have still downloaded the guide, perhaps your subconscious is telling you that you should be thinking about the images you have available to you!

Each photographic shoot is unique, so not every single point mentioned in the following checklists will be relevant - and there could be other areas that aren't listed. However, the overall plan of this guide is to help you best prepare for the photographer you have booked to arrive at your premises.

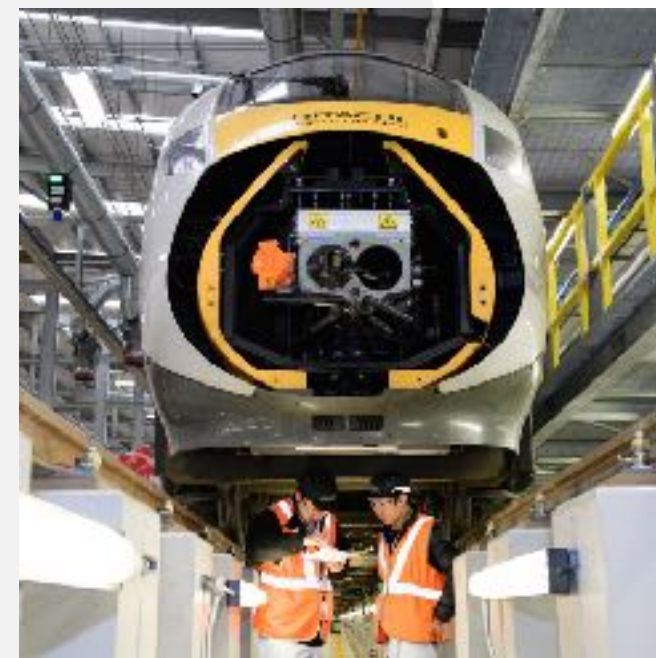
Being as prepared as you can help ensure you get the maximum value from your photographic shoots.

This guide contains checklists for a business/commercial photographic shoot (such as updating images of day-to-day activities at your workplace, either as a bank of library images or for specific marketing campaigns), business profile pictures, and school prospectus photographic shoots.

I hope you find this guide helpful. Please schedule an online meeting [here](#) if you would like to discuss a potential photographic shoot or have ideas for images you want to implement as part of your marketing material.



View more images from our business and commercial portfolio on [our website](#).



# Workplace photo shoots.

- Confirmed location/room(s) for where and when the photography is taking place.
- Rooms are booked out on internal booking system (if required)?
- There is a secure area identified where the photographer can store additional kit and bags?
- For group shots there is a space big enough for everyone to be positioned comfortably, that has multiple levels to aid seeing everyone in pictures.
- The area being used for photography is clear of unwanted objects/ clutter that will impact the photography?
- Colleagues are aware of the photography schedule and if it affects them?
- Do colleagues appearing in pictures know what they need to wear? (Specific branded clothing etc?)
- Do you require colleagues to sign specific or additional photography consent forms?
- If so, are the consent forms available and how will this be managed?
- If you require the photographer to get these completed electronically wording is required to be sent via e-mail at least one week prior to the photographic shoot.



To view our business  
portrait portfolio, please  
visit [our website](#)



# Education

# photo shoots.

- Schedule for the photography has been prepared?
- Rooms are booked out on internal booking system if required?
- There is a secure area identified where the photographer can store additional kit and bags?
- Areas being used for photography are clear of unwanted objects/clutter that will impact the photography?
- Wall displays in classrooms are clean and tidy?
- Behaviour/consequence charts removed from walls before photography takes place?
- Pupils set to appear in photographs have been identified and informed?
- Photography consent lists have been prepared and split into classes or an alternative easily accessible format?
- The teachers affected by the photography schedule have been informed?
- A confirmation of the correct uniform has been shared with teachers (hair tied back/tie correct length/skirts correct length etc)?
- Teachers have been asked to check uniform in their classroom prior to photography taking place?



**Chris Vaughan Photography Ltd.**

 07764 170 783

 [chris@chrisvaughanphotography.co.uk](mailto:chris@chrisvaughanphotography.co.uk)

 [accounts@chrisvaughanphotography.co.uk](mailto:accounts@chrisvaughanphotography.co.uk)

 [www.chrisvaughanphotography.co.uk](http://www.chrisvaughanphotography.co.uk)

 [chris\\_vaughan](https://twitter.com/chris_vaughan)

 [ChrisVaughanPhotography](https://www.facebook.com/ChrisVaughanPhotography)

 [chrisvaughanphoto](https://www.instagram.com/chrisvaughanphoto)

 [chrisvaughanphotography](https://www.linkedin.com/company/chrisvaughanphotography)

Company number: 12506010

VAT registration number: 236639976

Registered office: Commerce House, Carlton Boulevard, Lincoln, LN2 4WJ

