



Jonathan Dean, AIAP
Architectural Photographer

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PRE-PRODUCTION QUESTIONNAIRE

Project Name: _____ Date: _____

Below is an extensive questionnaire regarding various details about the photo shoot and location. Each item is important and will make a significant difference in the efficiency of your photo shoot. The cooperation of the property owner/manager and tenants is paramount in the success of your photo shoot, so please feel free to involve them in this questionnaire.

GENERAL CONSIDERATIONS

- ▶ Is the interior in “camera ready” condition? (including but not limited to painting, ceiling, and floor treatments being completed, all modular walls, furniture, fixtures, artwork, office equipment, and plants properly installed? Yes No

If no, what is not ready? _____

- ▶ Is the exterior in “camera ready” condition? (including but not limited to site cleared of trailers, construction equipment, parked trucks, dumpsters, scaffolding, window stickers, fences, debris, or any other site issues? Yes No

If no, what is not ready? _____

SITE ACCESS AND SECURITY

- ▶ Will the location be occupied/open at the time of our photo shoot? Yes No

If yes, what are the normal operating hours? _____

- ▶ Is a key/card/code required for access? Yes No

If yes, who do we contact for access? _____

- ▶ Is there a specific place we must load/unload our gear? Yes No

If yes, where? _____

- ▶ If needed, will crew and equipment be able to get in and out after hours? Yes No

If no, who do we contact for access? _____

- ▶ For multi-day shoots, can equipment be securely stored on-site overnight? Yes No

If yes, where and who do we contact for access? _____

- ▶ Is security and/or safety clearance required? Yes No

If yes, who do we contact for clearance? _____

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PARKING AND TRAFFIC

- ▶ Where should we park during the photo shoot? _____
Do we need to obtain a parking permit? Yes No
- ▶ Are there any parking spaces that will need to be blocked? Yes No
If yes, will this require meter-bagging/hold permits? Yes No
- ▶ Will the Police Department be needed for parking or traffic control? Yes No
Do any government authorities require that permits be obtained? Yes No

PERSONNEL

- ▶ Are the owners and occupants expecting the photographer and crew? Yes No
Do they understand the nature and duration of the photography? Yes No
- ▶ Can a memo be sent to employees or tenants regarding advance cleanup of workspace, photo shoot dates, and time? Yes No
- ▶ Can we use employees/occupants/customers (with model release) as models or will we need to secure additional models? Yes No
- ▶ Is there a maintenance person on-site to assist with unforeseen issues? Yes No
If yes, how do we reach him or her? _____
- ▶ Are there any facility or maintenance crews or window washers scheduled that may interfere with the photo shoot? Yes No
- ▶ Is there a cleaning crew in the space after hours? Yes No
If yes, can the photographer and cleaning crew work around each other?

FURNITURE AND FIXTURES

- ▶ Are there any seasonal items or decorations that need to be removed? Yes No
If yes, what and where? _____
- ▶ Can desks be rearranged/cleaned without permission? Yes No
If no, who do we contact? _____
- ▶ Does the photographer have permission/password access to turn on computer screens, televisions, monitors, and AV equipment when necessary? Yes No
Will specific images need to be loaded into the device in advance? Yes No

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LIGHTING

- ▶ Can we control the interior lighting of areas to be photographed? (on/off/dim) Yes No
If not, who can we contact for adjustments? _____
- ▶ Can we control the exterior lighting of areas to be photographed? (on/off/dim) Yes No
If not, who can we contact for adjustments? _____
- ▶ Is the lighting system controlled via a computer/motion sensor? Yes No
If yes, who do we contact for adjustments? _____
- ▶ Are any lights controlled by timers or photo sensors? Yes No
Can they be controlled manually? Yes No
- ▶ If bulbs are missing/burnt out, are replacements available on-site? Yes No
If so, who do we contact for access? _____

BLINDS AND SHADES

- ▶ Are there windows in the space? Yes No
If yes, is there a way to control the ambient light? (blinds/shades)
- ▶ Are any of the blinds/shades mechanical or automated? Yes No
If yes, how do we adjust them manually? _____

LADDERS, LIFTS, AND AERIAL BOOMS

- ▶ Sometimes we need to raise our camera to gain a higher perspective. Is there a lift/aerial boom on-site that can be used outdoors? Yes No
If yes, who do we contact for access? _____
- ▶ Does the photographer have access to ladders and dollies on-site? Yes No
If yes, who do we contact for access? _____

LANDSCAPING AND SURROUNDINGS

- ▶ Is the landscaping complete, mature, and properly trimmed/maintained? Yes No
- ▶ Is there outdoor maintenance scheduled that may interfere with the shoot? Yes No

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