

# THE ASMP ASSIGNMENT CHECKLIST

The most productive assignment is one with few or no surprises. With this in mind, ASMP has compiled a checklist which includes many of the details involved when photographing architecture and interior design. Paying attention to details, time management and collaborating closely with your photographer will maximize efficiency and productivity.

## Interior Photography

### SITE ACCESS

- Where is the location of the loading dock? Are there restricted hours?
- Will the photographer have access to all areas or will he or she need keys to specific areas?
- Will the crew and equipment be able to get in and/or out after hours?
- Will a floor plan be provided?
- Will elevators be working?
- Will all alarms be off?
- Is security clearance required?
- Is there a secured place to store equipment during multiple-day assignments?
- What is the site contact name and number?
- What are the emergency phone numbers for assignments taking place during weekends or after hours?

### LIGHTING

- Does the photographer need approval 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/off from a circuit breaker?
- Will the photographer have access to the circuit box?

- Are different types of lights (i.e., fluorescent, tungsten) on individual circuits?
- Is a building engineer/electrician necessary?
- Are there windows in the space? Is there a way to control ambient light?

### FURNITURE, FIXTURES, ETC.

- Are there any decorations or signage that needs to be removed?
- Can desks be rearranged without permission?
- Will props or actors (i.e. flowers, objects, people) be necessary?
- Does the photographer have permission to turn on computer screens, television monitors and AV equipment?

### MISCELLANEOUS

- Are the owner/occupants expecting the photographer and crew? Do they understand the duration of the assignment?
- Will a memo be sent to employees/tenants regarding cleanup and the assignment date and time?
- Is there a cleaning crew in the space after hours? Can they work around the photographer?
- Does the photographer have access to ladders and dollies?
- Does the photographer have access to vacuum cleaners and cleaning supplies?
- Will the air-conditioning or heat be off during the assignment or do special arrangements need to be made?
- Are certificates of insurance required?
- Is any union permission required?

## Exterior Photography

### STRUCTURE

- Will a site plan be provided?
- Is there any construction activity or 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?

### PROPERTY

- Are there any decorations or signage that needs to be removed?
- Is the landscaping complete and mature?
- 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?
- Are lights controlled by timers or photo sensors? Can they be manually controlled?
- Has a client representative checked the site recently for dumpsters, scaffolding, window stickers, fences, debris and graffiti?

### MISCELLANEOUS

- Is there security that needs to be notified about the assignment?
- Is parking available for photography crew?
- Can customer or tenant parking be controlled?
- Will the Police Department be needed for traffic control?

### NOTES/ADDITIONAL CONSIDERATIONS: