

Photography Preparation Checklist

Operations – Housekeeping

- Housekeeping to iron and/or steam the top sheet and pillowcases to ensure they are as crease-free as possible. Plain white (crinkle texture) sheets should be used. Sheets should be tucked in and tight per SOP and not drag on the floor.
- Robes should be hung neatly as per SOP. There should be at least 2.
- Ensure that drapes are clean, hanging straight, and free from tears.
- Ensure that any reflective surfaces (such as windows, TVs, shower doors, mirrors etc.) are clean and streak-free.
- The room should be staged as per the average guest. There should be no flowers or food amenities present (unless these are SOP for every guest checking into that particular room)
- Ensure towels on rack are at even length and towels stored away are fluffed up.

Operations – Maintenance

- Maintenance to ensure there are no bulbs out.
- Maintenance to ensure that all pictures/mirrors are hanging level.
- There should be no major marks or scuffs on the walls or the furniture.

Photographer

- Remove free standing marketing collateral from beds, nightstands, and desk surfaces (stickers can remain)
- Ensure the duvet is as crease-free as possible. Housekeeping should have already attended to this. Plain white sheets should be used.
- Ensure that pillows are fluffed up and also crease-free for the most part.
- Ensure that drapes are clean, hanging straight, and free from tears.
- Ensure that any reflective surfaces (such as windows, TVs, shower doors, mirrors etc.) are clean and streak-free.
- All TVs to be switched off.



- Ensure that garbage and recycling bins are not in the frame (remove as needed).
- Ensure that unsightly cables are neatly tucked away and not visible.
 - Remove the phone or alarm clock cords altogether and wrap them neatly around the base unit.
 - Unplug the alarm clock to create a blank display.
- Ensure that all lamps are on and all shades and/or sconces are level.
- Hide any distractions such as remote controls, LAN cables, routers, fire extinguishers, marketing collateral, or guest directories, for example.
- Avoid capturing unsightly HVAC systems.
- Ensure that spare toilet paper is not in the frame.
- Ensure toilet lids are down.
- Arrange all toiletry labels facing neatly toward the lens.
- Ensure towels on the rack are at even length and towels stored away are fluffed up.
- If a shower curtain is present, it should be open. If a glass shower door is present, it should be closed.
- The room should be staged as per the average guest. There should be no flowers or food amenities present (unless these are SOP for every guest checking into that particular room)
- If shooting toward a window, ensure there's nothing unsightly on the other side such as an HVAC unit or a bunch of dirty cars, for example.