

Commercial Shoot Prep Guide

We photograph offices, retail, restaurants, hospitality, and commercial properties inside and out, with drone and video when you need them. These steps help your space look its best and keep the shoot quick and easy for your team.

- Before or after business hours works best

- Give staff & tenants a heads-up

1 SCHEDULING & PEOPLE

- ☐ Book around your quietest time; before opening or after closing is best for empty spaces
- ☐ Give staff, tenants, and security a heads-up about the date
- ☐ Anyone working in a space may be asked to step out of frame for a moment
- ☐ Want staff or customers in the shots? Let us know ahead so everyone is comfortable
- ☐ Tell us if you need photos, video, or both, plus vertical versions for social
- ☐ Brief featured staff on uniforms or attire
- ☐ Have an on-site contact, keys, and alarm codes ready
- ☐ Keep a backup date in mind for exteriors and aerials; interiors can often go ahead as planned

2 EXTERIOR & PARKING

- ☐ Move cars, delivery trucks, and dumpsters away from the front; do it the night before for early shoots
- ☐ Sweep the parking lot, sidewalks, and entry
- ☐ Clean windows, glass doors, and storefronts
- ☐ Make sure all signs and exterior lights work
- ☐ Take down outdated flyers and temporary banners
- ☐ Tidy planters and landscaping; hide trash cans and hoses
- ☐ Let us know about gated, rooftop, or restricted areas
- ☐ For aerials, point out nearby landmarks or views you'd like included

3 INTERIORS & WORKSPACES

- ☐ Clear desks, counters, and reception of paperwork, cords, and personal items
- ☐ Hide cleaning supplies, trash cans, and recycling bins
- ☐ Clean floors, glass, mirrors, and entry mats
- ☐ Turn on all lights; replace burned-out bulbs with matching color
- ☐ Open blinds evenly, or show us the light and blind controls
- ☐ Turn off screens or set them to a clean logo display
- ☐ Push in chairs; tidy conference rooms and break areas
- ☐ Simple fresh florals at reception are a nice touch

4 RETAIL · RESTAURANT · HOSPITALITY

- ☐ Retail: face and fill shelves and displays; tidy the checkout area
- ☐ Restaurants: set a few tables; polish the bar, glassware, and silverware
- ☐ Have featured dishes or drinks ready if you want them in the shots
- ☐ Hotels: crisp beds, fresh towels, and staged lobbies and amenity spaces
- ☐ Remove "now hiring" signs, handwritten notes, and temporary price tags
- ☐ We may shift a chair or table for a cleaner shot, and we'll put it back

MUST-HAVE SHOTS?

Send us a shot list ahead of time, along with any logos or signage you want featured and any areas we should avoid.