



JOEL EDEN PHOTOGRAPHY

Architectural Photography Assignment Check List

An architectural photography assignment is a commitment of time, of resources and of money. Creating high-quality images on location presents a complex series of challenges. Thorough planning and communication among the clients, photographer, owner and representatives at the site can help ensure maximum efficiency and productivity.

The material in this checklist has been gathered from design firms and architectural photographers from around the country. While each assignment is unique, the information will be helpful in anticipating issues that may come up during the planning and actual production of a location photography shoot. It is a useful reference guide for the designer, the client, and for others involved in the assignment and for us as well.

Description of Assignment and Preparation of Job Proposal

The Project

Name of Project:

Address of Project:

Can you provide a site plan with accurate North arrow?

Can you provide construction progress photos?

Clearly describe goals: areas to photograph, number of views.

Are there any problems or flaws that the photographer should downplay or avoid?

The Client(s)

Are the images for a single client only?

If so, we offer two options for the License of Image Rights: exclusive and non-exclusive.

Which do you prefer?

Are multiple parties sharing photography costs and each using the images?



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At The Site:

Are the owners or those at the site expecting the photographer and crew?

Do they understand the level of production and length of time involved?

Will the client or representative be present during the shoot?

The photographer must know how to contact the following:

- Client(s) with office, home and weekend numbers for day and evening
- Building owner
- Security at site
- Maintenance personnel
- Electrical service personnel for permission to control site lighting

Has full access been arranged to the site?

- Is parking available for the photographer?
- Can photographer, crew, equipment get in after hours and get out afterwards?
- Does photographer need keys or security codes for access to any areas?
- Are the elevators working? Even after hours?
- Are alarms turned off?
- Are all the rooms and areas accessible?
- Can window and blinds be adjusted?

Site Considerations:

- Which direction does the building face?
- Do trees or other buildings obstruct the building such that they block the sun?
- Has the client representative inspected the site recently?
- Are trailers, dumpsters, scaffolding, fences and debris removed?
- Has the building been cleaned of construction dust? Windows clean?
- Has mud been cleaned from sidewalks?
- Have construction signs and temporary signs been removed?
- Is permanent signage in place? Illuminated?
- Are there adjacent buildings with which to shoot from?
- Is the building occupied?
- If so, permission to move (and replace) personal objects?



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- All furniture installed?
- Paintings or other art/sculptures installed?
- Electric power outlets available?
- Flowers and plants available?
- Are props desired?
- Is landscaping complete?
- Are grounds well maintained?
- What is the watering schedule?
- Fountains working?
- Flags and banners in place?
- Other possible disruptions: parades, street festivals, grand opening...

Seasonal Considerations:

- Leaves on trees?
- Flowering shrubs and plants?
- Winter shoots: snow look fresh?
- Seasonal decorations?

Day Of The Week Considerations:

- Automobile traffic patterns
- Pedestrian traffic patterns

Models:

If models are being used, a room for their preparations may be requested.

Staging Area:

Photographer may need a room as a staging area to store equipment.