

# Got You looking!

## Shot List & Prep Cheat Sheet

Shot List	Date/Time	Captured
<b>Exterior</b>		
Exterior Dusk	Jan 17	
Exterior Day	Jan 18	
Local Attractions—Chiefs Stadium?		
<b>Public Spaces</b>		
Breakfast Buffet (6am)	Jan 18	
Breakfast Food Close-Up	Jan 18	
Breakfast Seating	Jan 18	
Complimentary Coffee Station	Jan 18	
Lobby Area	Jan 18	
<b>Lobby Atrium</b>	Jan 18	
Front Desk	Jan 18	
Business Center	Jan 18	
Market	Jan 18	
Indoor Pool	Jan 18	
Fitness Center	Jan 18	
Guest Laundry	Jan 18	
<b>Event Space</b>		
Meeting Room 1 (setup 1)	Jan 17	
Meeting Room 1 (setup 2)	Jan 18	
Meeting Room 2	Jan 18	
<b>Guestrooms (incl. room #s below)</b>		
STND 1 King	Jan 18	
STND 1 King Corner Suite	Jan 18	
STND 2 Queen	Jan 18	
STND 2 Queen Executive Suite	Jan 18	
STND 1 King Executive Suite	Jan 18	
ADA 2 Queen	Jan 18	
ADA 1 King Corner Suite	Jan 18	
ADA 1 King	Jan 18	

Good photos will attract customers to your website.

Help us capture the best your hotel has to offer to convert **tentative sales** into **CLOSED sales**.

Apply these crucial prep steps to make your images stand out from the rest.

### Hotel PREP Cheat Sheet

See Brand Standards & GYL Docs for Full Prep Guide

- ☐ All Hotel Staff has been Advised of the Photoshoot
- ☐ Housekeeping, Maintenance & GM Available
- ☐ Remove Collateral & Newspapers
- ☐ Light Override Instructions Available
- ☐ ALL lightbulbs are the same color and wattage
- ☐ Fireplace Works and can be Turned On when needed
- ☐ Good Quality Steamer/Iron Available
- ☐ NEW linens on beds are WRINKLE FREE (steamed)
- ☐ Bed Skirts are Straight, Steamed & don't touch the floor
- ☐ Bathroom Towels are Neat/Tidy and Full, NOT Crammed
- ☐ Pool Safety and Cleaning Equipment Removed
- ☐ Fitness Center Weights Straightened & Cords Hidden
- ☐ Fitness Center/Pool Towels are WHITE and Folded Neatly
- ☐ Market/Suite Shop has been Fully Stocked
- ☐ Food/Beverage for Breakfast/Restaurant Fully Stocked
- ☐ Parking Spots In Front of Hotel have been Blocked Off
- ☐ Signage for Guests Posted In Hotel re: the Photoshoot
- ☐ All Artificial Plants/Flowers Removed

#### Hotel Name:

Holiday Inn Express & Suites Kansas City - Grandview, MO MKCGM

#### Shoot Date:

January 18 2021

Hotel Rep Signature: \_\_\_\_\_

Photographer Signature: \_\_\_\_\_