

# Got You looking!



## Shot List & Prep Cheat Sheet

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.

Shot List	Required	✓ or N/A
<b><u>Exterior</u></b>		
Exterior Dusk	Y	
Exterior Day	Y	
<b><u>Interior/Amenities</u></b>		
Lobby (whole)	Y	
Lobby Seating	Y	
Front Desk	Y	
Coffee Station	Y	
Guest Laundry	Y	
Vending Machine Area	Y	
Ice Machines	Y	
<b><u>Guestrooms</u></b>		
STND 1 King	Y	
STND 2 Queen	Y	
STND Bathroom(s)	Y	
ADA 1 Queen	Y	
ADA 2 Queen	Y	
ADA Bathroom (Tub)	Y	

NOTES:

### Hotel PREP Cheat Sheet See Brand Standards & GYL Docs for Full Prep Guide

- All Hotel Staff has been Advised of the Photoshoot
- GM or Another Hotel Rep Available for the shoot
- Remove Collateral & Newspapers from public spaces
- Light Override Instructions Available for Dusk Shots
- ALL lightbulbs are the same color and wattage
- Steam all sheets, comforter and pillow cases (wrinkle-free)
- 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
- Pool Towels are WHITE and Folded Neatly
- Vending Machines have been 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 & ID Number:**

Studio 6 Waco, TX—Downtown—Baylor #5227

**Shoot Date:**

February 7 2022

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

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