

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
<u>Exterior</u>		
Exterior Dusk	Y	
Exterior Day	Y	
<u>Interior/Amenities</u>		
Lobby (whole)	Y	
Lobby Seating	Y	
Front Desk	Y	
Coffee Station	n/a	
Guest Laundry	Y	
Vending Machine Area	Y	
Ice Machines	Y	
<u>Guestrooms</u>		
STND 1 King with sofabed		
STND 2 Queen		
STND Bathrooms		
ADA 1 King		
ADA 2 Queen		
ADA Bathroom(s)		

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
- Good Quality Steamer/Iron Available
- 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 Pleasanton, TX #5112

Shoot Date:

January 25 2022

Hotel Rep Signature: _____

Photographer Signature: _____