

Got You looking!

Shot List & Prep Cheat Sheet

Shot List	Date/Time	Captured
Outdoor Spaces		
None required at this time	n/a	
Public Spaces		
Pool	Feb 1	
Hot Tub	Feb 1	
Guest Laundry	Feb 1	
Lobby (whole)	Feb 1	
Lobby Seating	Feb 1	
Front Desk	Feb 1	
Business Centre	Feb 1	
Market	Feb 1	
Breakfast (9am-10am)	Feb 1	
Breakfast Seating (9am-10am)	Feb 1	
Event Spaces		
Meeting Room Set-up 1	Feb 1	
Meeting Room Set-up 2	Feb 1	
Guestrooms (incl. room #s below)		
STND 2 Queen	Feb 1	
STND 2 Queen Jr Suite	Feb 1	
STND 2 Queen Suite	Feb 1	
STND 1 King	Feb 1	
STND 1 King Suite	Feb 1	
STND Georgian Room	Feb 1	
STND Bathroom(s)	Feb 1	
ADA 1 King	Feb 1	
ADA Bathroom Roll-In Shower*	Feb 1	
*no Mobility Chair in Shower & avoid toilet shot		

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 from public spaces
- Remove All Covid related items from public spaces
- ALL lightbulbs working - same color & wattage required
- Fireplace Works and can be Turned On when needed
- Steam/Iron ALL bed linens—WRINKLE FREE
- Steam/Iron Shower Curtains— 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
- 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:

Days Inn by Wyndham Collingwood

Shoot Date:

February 1 2022

Hotel Rep Signature: _____

Photographer Signature: _____