

Got You looking!

Shot List & Prep Cheat Sheet

Shot List	Date/Time	Captured
Exterior		
Exterior Dusk/Day	Mar 1-2	
Meeting/Event Space		
Boardroom	Mar 1	
Meeting Room (U-Shape)	Mar 1	
Meeting Room (Classroom)	Mar 1-2	
Public Spaces		
Breakfast Area (530am)	Mar 2	
Breakfast Seating	Mar 2	
Waffle Image	Mar 2	
Fitness Center	Mar 1-2	
Lobby Area	Mar 1-2	
Front Desk (with a agent)	Mar 1-2	
Front Desk (without agent)	Mar 1-2	
Coffee Station in Lobby	Mar 1-2	
Business Center/Personal Nook	Mar 1-2	
Suite Shop/Market	Mar 1-2	
Guest Laundry	Mar 1-2	
Guestrooms		
STND 1 King	Mar 1	
STND 2 Queen	Mar 1	
STND 1 King Suite	Mar 1	
STND Bathroom Shower	Mar 1	
STND Bathroom Tub	Mar 1	
STND Bathroom in Suite	Mar 1	
ADA 1 King	Mar 1	
ADA 2 Queen	Mar 1	
ADA King Suite	Mar 1	
ADA Bathroom Roll-In	Mar 1	
ADA Bathroom Tub	Mar 1	
ADA Bathroom in Suite	Mar 1	
ADA Hearing Accessible Buttons	Mar 1	

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:
Hampton Inn Abingdon, VA VJIABHX

Shoot Date:
March 1-2 2022

Hotel Rep Signature: _____

Photographer Signature: _____