

Got You looking!

Shot List & Prep Cheat Sheet

Shot List	Date/Time	Captured
Outdoor Spaces		
Exterior (Dusk)	Mar 2/3	
Entrance of the Hotel (Dusk)	Mar 2/3	
Outdoor Pool (Dusk)	Mar 2/3	
Exterior (Day)	Mar 2/3	
Entrance of the Hotel (Day)	Mar 2/3	
Outdoor Pool (Day)	Mar 2/3	
Patio/Firepit/Grill (Day/Dusk)	Mar 2/3	
Pet Station	Mar 2/3	
EVC?		
Public Spaces		
Restaurant Seating Breakfast	Mar 3?	
Breakfast Buffet	Mar 3?	
Bar/Lounge (evening)	Mar 3?	
Food Images (3-5)	Mar 3?	
Lobby Area		
Front Desk		
Lobby Seating Areas		
Market		
Fitness Center (white towels only)		
Guest Laundry		
Owner's Art (3 pieces)		
Event Spaces		
Meeting Room—Theatre		
Meeting Room—Classroom		
Meeting Room—U-Shape		
Guestrooms (incl. room #s below)		
STND 1 King - K1	Mar 2/3/4	
STND 1 King Deluxe - K1D	Mar 2/3/4	
STND 1 King Pool View - K1RSV	Mar 2/3/4	
STND 2 Queen - Q2	Mar 2/3/4	
STND 2 Queen Corner Pool View -Q2KS	Mar 2/3/4	
STND 2 Queen Pool View - Q2RS	Mar 2/3/4	
STND Bathrooms - 6	Mar 2/3/4	
ADA 1 King - K1KRJ	Mar 2/3/4	
ADA 1 King Corner - K1KRE	Mar 2/3/4	
ADA 1 King 1 Bedroom - K1RRD1	Mar 2/3/4	
ADA 1 King 2 Bedroom - K1RRE2	Mar 2/3/4	
ADA 2 Queen - Q2RRC	Mar 2/3/4	
ADA Bathrooms - 5	Mar 2/3/4	

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
- Light Override Instructions Available
- ALL lightbulbs working - same color & wattage required
- 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:

Hilton Garden Inn Temecula CLDTMGI

Shoot Date:

March 3-4 2022

Hotel Rep Signature: _____

Photographer Signature: _____