

360WorldGuide - photo shoot checklist

Please prepare the attached shoot list and return to us via email, project.management@360worldguide.com as soon as possible. We will use the same shoot list for the still images as well as we normally shoot 2-3 still images from the same prepared rooms as the tours, if any of the still image packages have been ordered.

The production at location is quick and we need only 15-20 minutes per room. The 10-package of 360-images (tours) has a max limit of 6 hours production time at location and we add 30 minutes per extra tour.

Important checklist:

1. No models are allowed.
2. Make sure that all rooms are ready with the correct standard items in the room (prepare flowers, vine or fruit baskets, but only if this is part of the standard items)?
3. All lights on in every room (check that all light bulbs and spotlights are working)?
4. Is all linen straight on beds, and pillows? The photographers are instructed not to move or change anything in the rooms.
5. All chairs in perfect order in meeting rooms? Are pen and paper to be on tables, or not?
6. If you have any large suites with several rooms, decide what room to highlight or decide for extra tours to highlight all rooms in the suite (the camera is fixed on a tripod and placed on a fixed location in the room).
7. If the outside view is a "key selling point" please make sure to order a "DX" (double exposure) tour of these rooms (charged as 2 tours, 2 x € 140 Euros each). This can not be ordered after the photographer leaves the room as it will need to be captured/photographed at the same time.
8. If the 360-images are to be used offline as well as online please consider if extra tours are needed for offline sales presentations. Extra tours are charged € 140 Euros each.
9. Standard working hours is between 8.00 am to 6.00 pm. Work expected before or after this time must be agreed with the photographer and will be charged an extra fee of € 100 Euros per hour.