

## Useful Checklist

This is a simple checklist of items for you to consider when commissioning Andrew Grundy Photography for a project.

### Need to Have

- The exact location of the project
- State of the building/interior e.g. under construction, refurbished, completed etc.
- Owner/manager awareness of and permission for the proposed photography
- Name and contact number of the owner/manager/premises. Required to organise access
- What exactly requires photographing?
- Are there deadlines involved?
- Function of the building/room (helps if I know if it is open to the public/for business etc.
- Do you require people in the photograph or not?
- How do you want the images presenting, disc and/or print
- The end use of the image(s), (copyright and licensing agreements)
- Is the site exactly as you require it photographing e.g. tidy, no litter or skips  
Please note that anything that requires adjusting in-processing (not always possible) will add to the price of the commission.

### Nice to Have

- In which direction is the building facing? (useful especially when its sunny)
- Proximity of the nearest car parking.
- Some flexibility with deadlines for outside commissions (if only the sky was blue every day)