



## **Architectural Photography Questions**

### **General**

1. Are there features of the building/space that should be highlighted?
2. Is the building/space and landscaping ready for photography?
3. May the interiors or exteriors be taken now, before the whole project is complete?
4. Do you want people in the photographs?
5. Are there scheduling issues or arrangements/approval needed before photography?
6. Who is the on-site contact (facilities manager preferred), title and phone number?

***If there is no on-site contact, please answer the following questions:***

### **Exteriors**

*Note: Arrangements should be made in advance to adjust window treatments to look similar from the outside (i.e. turn vertical blinds to same angle).*

1. What direction does the building face (N, S, E, W)?
2. How large is the building (floors, square footage, approx. length & width)?
3. How much space is there around the building? Is a site plan available?
4. Are there telephone wires, light poles or large trees near the building?  
How close are they? Are there other buildings that cast shadows on the building?
5. When is the parking lot swept? May we make special arrangements for sweeping?
6. Is it okay to include cars in the photographs? Are there parking spaces adjacent to the building?
7. What is the condition of the landscaping? Are there locked down garbage cans that need to be moved?
8. What time do exterior lights come on in the evening? Interior lights?
9. Are all light fixtures and bulbs working?
10. Is all the building signage up? What about "Grand Opening" signage, etc.?
11. What are the days/hours of building use?

### **Interiors**

1. What are the dimensions of the space(s) to be photographed?
2. On what walls are there major windows? (N, S, E, W)?
3. Are there any skylights?
4. Is the lighting: fairly uniform, or are there pockets of light and dark?
5. Are all light fixtures and bulbs working?
6. Is the space occupied? If not, when will it be? Is it furnished?
7. Is the space clean? When does the cleaning service clean? May we make special arrangements for cleaning?
8. What are the days/hours of building use? Are we able to get in before or after hours?

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