SHOT LIST & PHOTOGRAPHY SIGN OFF SHEET

This form must be taken on site, signed & placed in the documents upload folder.
Failing to have this signed could result in you returning to reshoot at your own cost.

Property ID Code _____ Photographer Name _____

Property Name _____

All **bolded** areas within this Standard Photo List are **required** (if applicable to the property). Use this list to formulate your initial shot list. Please be sure to list the **exact order** that the photos are taken in.

Order	Funeral Home	Notes	Order	Cemetery	Notes
	Front Exterior **(Signage)**			**Entrance/Signage**	
	Front Exterior **(Building)**			**Grounds** **(overall shot – Wide Angle)**	
	Main Lobby			**Exterior Landscaping** **(close-ups)**	
	Sitting Area			**Gardens**	
	Special Exterior Landscaping / Features			**Mausoleum or Columbarium**	
	Chapel(s)			**Chapel/Pavilion**	
	Reception/Celebration Room(s)			**Water Features**	
	Floral Shop			Special Exterior Landscaping/Features	
	Unique Interior Features			Estate Areas	
				Veterans Section	
				Cremation Gardens	
				Green Burial (if any)	

Other Notes:

_____

_____

Location Manager Name: _____

Location Manager Signature: _____ Date: _____

By signing this form I am stating that I have taken the photographer to all required areas needing photography & have verified the above shot-list encompasses the entire property