



ENGAGEMENT SESSION CHECKLIST

Location: _____

Date & Time: _____

AFTER BOOKING

- ☐ Sign contract
- ☐ Pay retainer invoice
- ☐ Fill out pre-session questionnaire
- ☐ Email any additional questions or comments
- ☐ Plan outfit(s)/changes
- ☐ Plan props
- ☐ Plan getting to location/parking

DAY BEFORE SESSION

- ☐ Pay remaining amount invoice
- ☐ Prepare/pack all necessary items
- ☐ Email any last minute questions/comments
- ☐
- ☐
- ☐
- ☐

DAY OF SESSION

- ☐ Bring engagement ring
- ☐ Bring outfits/shoes, props, brush/comb, water, sunscreen if needed
- ☐ Check weather if meeting at outside location
- ☐ Check traffic/best route to location
- ☐ Make sure all pockets are empty
- ☐
- ☐

AFTER SESSION

- ☐ Fill out post-session questionnaire
- ☐ Share & tag photos once gallery is delivered
- ☐ Order prints, etc. from CloudSpot store
- ☐ Refer others for a discount on next session
- ☐
- ☐
- ☐