



GROUP SESSION CHECKLIST

Location: _____

Date & Time: _____

AFTER BOOKING

- ☐ Sign contract
- ☐ Pay retainer invoice
- ☐ Fill out pre-session questionnaire
- ☐ Email any additional questions or comments
- ☐ Have outfits planned and coordinated for everyone in the group and plan outfit changes
- ☐ Plan props amongst group
- ☐ Plan getting to the location/parking

DAY BEFORE SESSION

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

DAY OF SESSION

- ☐ 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
- ☐ Plan nap times based on session time if any babies/small children will be present
- ☐ Bring toys and snacks for babies/small children
- ☐

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
- ☐
- ☐
- ☐