

# SMALL EVENT COVERAGE 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 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
- ☐ Try to keep pockets empty
- ☐ Notify photographer of anyone who would prefer to not be in photos or in photos posted online
- ☐
- ☐

## 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
- ☐
- ☐
- ☐