

INDIVIDUAL 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 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 _____
- ☐ _____
- ☐ _____
- ☐ _____

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 _____
- ☐ _____
- ☐ _____
- ☐ _____