



ROXANNE BARTON
MEDIA GROUP

PRE-PRODUCTION CHECKLIST

Please have all work completed at least one hour prior to photographer's scheduled arrival time. Our schedule requires that the home be ready for the us to begin photographing when we arrive. The photographer will not be able to wait while items are moved around as they photograph the interior and exterior of the home.

Do not schedule any services (painters, landscapers, window cleaners, carpet cleaners, house cleaning, staging, etc.) for the same day as the photography appointment. It is not the photographer's responsibility to clean the home. We will not be responsible for removing furniture or other personal items. We can open blinds provided they work and turn on lights, but it would be helpful if it is already done when the photographer arrives.

INTERIOR

- De-clutter!
- Clean mirrors and reflective surfaces
- Hide valuables
- Remove large personal photographs
- Turn on all lights
- Turn off all ceiling fans - fans cannot be moving
- Remove all small rugs
- Gather or hide cords and wires
- Hide / remove all garbage cans, waste baskets and recycle bins
- Remove all holiday decorations
- Toys put away neatly
- Put away cleaning supplies (brooms, vacuums, etc.)
- Replace burned out bulbs - be sure all bulbs are the same color

KITCHEN

- Clear countertops!
- Stow small appliances (blender, toaster, etc.)
- Clear sink of dishes
- Put away dish racks, sponges and brushes
- Remove food boxes / bins / baskets, paper towels and napkins

DINING ROOM

- Straighten / push in all dining chairs
- Simplify table

BEDROOMS

- Make the beds
- Clear dresser tops
- Laundry put away

BATHROOMS

- Remove towels and robes hanging from hooks
- Remove rugs
- Clear counters of toiletries
- Clear styling tools
- Remove products from showers and tubs
- Hide waste baskets

EXTERIOR

- Remove all vehicles from the driveway and front of the home
- Put away or remove trashcans, recycle bins.
- Roll up hoses.
- Put toys / bicycles away
- Remove animal toys / bowls.
- Straighten all patio furniture
- Remove pool toys and spa covers.
- Turn on any water features
- Remove empty flower pots
- Remove all Holiday Decorations
- Close garage door
- Close front door
- Remove kids / dogs / cats from windows
- Complete all lawn maintenance
 - mow grass, blow clippings and leaves, trim shrubs

PETS

- Secure or crate cats and dogs. We love our pets, but these might be a turn off to buyers. No pets in photos. They don't come with the house!
- Hide all pet dishes, toys, scratching posts, litter boxes, and beds. Our photographers will not do this as some are allergic to some pets.
- Hide pet kennels, beds, scratching posts and litter boxes