



Exterior

- Landscaping should be well maintained, clean exterior of any debris.
- All exterior/façade lights should be turned on and working fine.
- Remove all movable eye distractions; trash bins, ash trays, signage, etc.
- Clear all cars from the area, block the parking lot in front of the property and near the entrance.
- Botanicals should be lush and green, remove browned foliage.
- Schedule window cleaning just before the photoshoot date.

Lobby

- Clean lobby thoroughly, have the area tidy and organized.
- Remove trash bins, cables, tissue boxes, signage, marketing collateral, stands, ipads and phones.
- Schedule the photoshoot before or after the check-in and check-out times.
- Have all lights on and all TV's turned off.
- Arrange flowers.

Guest Rooms

- Pre-block your best rooms and signature suites prior to photoshoot date.
- Clean room(s) thoroughly, have the area tidy and organized.
- Remove trash bins, cables, tissue boxes, marketing collateral, phones, menus, TV remote etc.
- Have all lights in the room on and all TV's turned off.
- Straighten wall art, lampshades and close closet doors.
- Curtains should be with neatly-arranged folds,
- Iron bedsheets, pillow cases and bed runners; pin linens to the mattresses and fluff pillows.
- Arrange flowers for living room, bedroom(s), bathroom(s), balcony, kitchen

Guest Bathrooms

- Clean vanity and bathroom area thoroughly.
 - Remove all eye distractions; trash bins, cables, tissue boxes, signage, collateral, phone, etc.
 - Arrange brand only fresh amenities attractively on the counters.
 - Place toilet lids in the down position.
 - Arrange fresh towels on racks at equal length and number.
 - Shower door / curtain can be open or closed depending on property specifications.
 - Straighten wall art (if applicable).
 - Have all lights on and TV turned off (if applicable).
 - Open blinds and arrange for the windows to be cleaned before the photoshoot date.
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Meeting Spaces / Conference Rooms / Ballroom

- Pre-block rooms prior to photoshoot date.
- Clean room thoroughly.
- Room should be set up as if an event is taking place.
- Remove all eye distractions; trash bins, cables, tissue boxes, signage, marketing collateral, etc.
- Open curtains, if the view is photographically pleasing.
- Leave projector, white LCD TV and laptops turned off.
- Straighten wall art and lampshades (if applicable).
- It is recommended to have the coffee station set up.
- Arrange flowers, water bottles, mints.

Pool and Beach

- Clean the pool area just before the photoshoot date.
- Tidy all landscaping and have the beach sand leveled (if applicable).
- Dry any water puddles around the pool and clean the tiles.
- Arrange all sunbeds to face the pool / beach with folded towels.
- Open all umbrellas.
- Remove all eye distractions; trash bins, cables, ash trays, signage, marketing collateral, etc.
- Turn on whirlpool (if applicable).

Fitness Center

- Clean the fitness area and equipment prior to the photoshoot.
- Place all equipment in its proper place.
- Arrange the machines in an attractive way, just for the photoshoot if necessary.
- Remove all eye distractions; bins, cables, tissue boxes, signage, towels, etc.
- Have all lights on and TV's turned off.
- Have all screens on the machines turned off.

Business Center

- Clean business center area thoroughly, have the area tidy and organized.
- Arrange chairs to face the same direction.
- Remove all eye distractions; trash bins, cables, tissue boxes, signage, marketing collateral, etc.
- Have all lights on and TV's, destops / laptops turned off.
- Arrange flowers, note pads and pens (if applicable).



Restaurant

- Clean restaurant thoroughly.
- Ensure restaurant is completely set up as if you were preparing for your guests.
- It is recommended to have the area photographed before or after operational hours.
- Clean all tables and kitchen counters thoroughly; arrange chairs to face towards the table.
- Remove trash bins, cables, ash trays, signage, marketing collateral, etc.
- Table linen (if applicable) should be creased-free.
- If cupboards are in the room, please secure them in the closed position.
- Remove any disposable utensils or tablewear.
- Straighten wall art and lampshades.

Bar /Lounge

- Clean bar / lounge area thoroughly.
- Ensure area is completely set up as if you were preparing for your guests.
- Remove trash bins, cables, signage, marketing collateral, etc.
- Arrange chairs to face towards the table or face the same direction if at bar.
- Straighten wall art and lampshades.
- Remove ice buckets, bar mats, paper straws, ash trays, bottles and glasses from the bar counter.
- Arrange bowls with nuts or similar.

Additional Notes:

- Consider weather, hotel/resort occupancy and condition of landscape surrounding the property for the photoshoot duration.
- Change light bulbs from warm to white in guest rooms, bathrooms and meeting rooms (if possible).
- Engineering, Housekeeping representative to be available to assist during the photoshoot.
- Have standard and VIP amenities for every room category.
- It is recommended to have team member(s) present at the Reception Desk.
- Clear any non-hotel brands and products
- Arrange for good looking team member(s) in clean uniform to be present during the photoshoot, such as housekeeping, bartender, waiter, banqueting team, chef.
- Remove all COVID-related materials, stickers, signage and sanitizers.
- Arrange flowers, magazines, books, welcome amenities, fruits and decorative items. More assessories may include bags, shoes, cloths, gloves, scarfs and candles (applicable as per brand).
- Ensure all permits are obtained from the local legislation to include local landmarks in the pictures.