



SPECIALIST WORKFLOWS

Photography shoot day checklist

A focused shoot-day checklist for confirming people, timing, location, equipment, permissions, shot priorities, and backup plans.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A client shoot is approaching and the day needs to run calmly.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Confirm call times**

- ☐ 02 **Review shot list**

- ☐ 03 **Check equipment**

- ☐ 04 **Confirm location and access**

- ☐ 05 **Name client contact**

- ☐ 06 **Plan backup and file handling**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.