PHOTOGRAPHER / 01

DEFINE THE SESSION

Give every photographer the same purpose, people, place, and timing.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Session type, occasion, or assignment purpose

Preferred date, time window, duration, and location status

Participants, groups, products, or subjects in general terms

Audience and intended use for the finished images

Primary contact, access details, and venue or site restrictions

My three highest priorities for this session

Preparation only. Confirm deliverables, permissions, timing, and usage terms in writing.

PHOTOGRAPHER / 02

BUILD THE SHOT PRIORITIES

Separate must-have coverage from optional inspiration.

Must-have people, groups, products, moments, or details

Sequence or timing notes tied to important moments

Preferred backgrounds, framing, mood, or visual references

People, items, areas, or moments that should not be photographed

Optional ideas if time, access, and conditions allow

Open shot-list question for the photographer

Preparation only. Confirm deliverables, permissions, timing, and usage terms in writing.

PHOTOGRAPHER / 03

PREPARE FOR THE SESSION

Tick only what is complete or clearly assigned.

- [ ] Session purpose and must-have images are written down
- [ ] Participants, products, props, wardrobe, or styling responsibilities are clear
- [ ] Location access, venue rules, and permission questions are identified
- [ ] Arrival times and the contact for schedule changes are confirmed
- [ ] Private or excluded people, items, and moments are noted
- [ ] Image selection and review responsibilities are understood
- [ ] Requested files and delivery method are distinguished from optional extras
- [ ] Backup, delay, and rescheduling questions are ready to discuss

Preparation still needed / person responsible / target time

Arrival, access, parking, load-in, or site-contact notes

Weather, delay, backup-location, or rescheduling question

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PHOTOGRAPHER / 04

QUESTIONS FOR THE PHOTOGRAPHER

Record the answers instead of relying on assumptions.

Coverage: how will priorities and timing become the working plan?

Team: who photographs, assists, and communicates on session day?

Selection: who chooses images and how is review handled?

Editing: what is included, excluded, or handled as a correction?

Delivery and usage: files, gallery, timing, access, and written terms?

Backup: what happens if access, weather, equipment, or timing changes?

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PHOTOGRAPHER / 05

COMPARE THE SAME SESSION

Use A and B in every box. Clarify differences before choosing.

Photographer A / Photographer B / proposal dates

Coverage schedule, people or products, and team - A / B

Selection, editing, final files, gallery, delivery, and usage - A / B

Written terms, exclusions, backup plan, communication, and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start a photographer request. Share the session type, timing, location, participants, and requested deliverables so participating pros can compete for your business with proposals. Compare coverage, editing, delivery, usage terms, communication, and fit.

Start a request

One request. Every pro's best offer.

Participation varies. A planning conversation and location review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/photographer

U.S. Copyright Office: What photographers should know (official reference)

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