

Menu Photography Checklist:

Item	(✓)	Note
Follow the instruction of the last revision of Menu Photography Guideline		
Call the client, check the number of photos required, what dishes will be photographed? and confirm the appointment.		
Confirm the services required with the client, E.G. White screen, Menu, Lifestyle?		
Plan by using Pinterest and Miro (if required)		
Buy items such as backdrop which match the client identity (Confirm with your direct manager before buying)		
Be in location 15 minutes before the appointment		
Spot equipment as soon as you arrive		
Arrange with the client and the Chef by putting a plan for the day.		
Setup camera& flashlight settings		
Take your time in picturing the first dish		
Confirm with the client and show him that all the result will be the same as this setup.		
Start the photo session and picture all required dishes, always confirm with the client.		
Market our services to the client (give him our business card, share with him our profile)		
Make sure to return all equipment to office as exited.		

Project Name:

Supervisor Signature:

Supervisor Name: