



The only thing that you need to do in order for a successful virtual tour shoot is make sure your space is picture perfect. Remember that the virtual tour sees everything, from ceiling to floor.

***\*\*Please remember that the scheduled time for your photo shoot is the time that I will begin shooting, so please have any preparations done prior to the scheduled time.***

We recommend doing a walk through of your space the evening before your shoot to ensure that your business looks exactly how you want it to look in your virtual tour.

## Virtual Tour Preparation Checklist

- Street level businesses, be sure to clean up sidewalk & storefront (Tours begin outside front door of business)
- TV Screens**  
Set up any monitors/tv screens with your preferred static image or logo (the tours are shot with multiple exposures so any moving video on screens ends up looking blurry). Adding your logo in post production is available for an additional fee.
- Check for burned out light bulbs/signage and replace
- Clean all windows & mirrors
- Sweep, vacuum, mop floors
- Tidy up counters and desks
- Put away/hide boxes & clutter
- Straighten tables & displays
- Empty garbage cans
- Stage your business for the shoot:**
  - Remove any holiday decorations (these tours are available year round)
  - Many businesses put out fresh flowers
- For Early Morning/Late Night Shoots:**
  - Be sure the person opening the business knows how to turn on all lights & signage and turn off all alarms.
    - \* These details are *especially* important if there are timers set for these during off hours.
- For Restaurants:**
  - Have tables set (both inside & outdoor patios)
  - Remove nipples/plastic wrap on drafts & liquor bottles
  - For shoots scheduled before opening, be sure wait staff does all side work the night before so they can come in later (which allows for more shooting time with no people in shots)