PERSONAL WORKING REPORT

Photography Shoot Checklist Example: Brief to Delivery Check

Track practical shoot preparations, client confirmations and equipment checks before a photography session.

5 records · Created 18 Nov 2026 · All records

SAVED RECORDS	PREPARATION CHECKS	RECORDED COMPLETE
5	5	2

WORKING ENTRIES

REPORT NOTE

Fictional teaching data, not real customer records. The shoot label and people are fictional. Original client replies and permissions are stored separately. A checklist status does not send a message or reserve a location.

Record or review date	Shoot preparation item	Person responsible	Review progress	Confirmation source and next action
2026-10-19	Brief and shot-list review	Alex	Done	Fictional brief reviewed against the original client note.

Record or review date	Shoot preparation item	Person responsible	Review progress	Confirmation source and next action
2026-10-20	Location access confirmation	Alex	To confirm	Ask the location contact to confirm the access arrangement directly.
2026-10-21	Equipment preparation	Sam	In progress	Record the actual checks; do not treat this row as safety certification.
2026-10-21	Schedule review	Alex	Done	Fictional schedule checked; reconfirm any later change.
2026-10-22	Delivery expectation question	Alex	To prepare	Clarify delivery scope and approval expectations in the source agreement.