PHOTOGRAPHY SHOOT READINESS DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List one practical shoot preparation or confirmation per row.

STEP 2 Assign the person checking it and record the next review date.

STEP 3 Keep a client request distinct from a confirmed arrangement.

STEP 4 Which fact or document still needs checking?

PHOTOGRAPHY SHOOT READINESS DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	SHOOT PREPARATION ITEM	PERSON RESPONSIBLE	REVIEW PROGRESS	CONFIRMATION SOURCE AND NEXT ACTION

Outstanding question or record to confirm

PHOTOGRAPHY SHOOT READINESS DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List one practical shoot preparation or confirmation per row.

Concrete next action	Owner / due

ACTION 2 Assign the person checking it and record the next review date.

Concrete next action	Owner / due

ACTION 3 Keep a client request distinct from a confirmed arrangement.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This organizer does not secure permits, bookings or client consent. Confirm permissions, conditions and professional requirements separately.

- [ ] Source checked
- [ ] Next action assigned