

To get the most out of your virtual tour, it's essential to think about preparing and dressing each space so we can capture the very best imagery. Here are a few things to consider:

On booking your shoot

MAINTENANCE/BUILDING WORK

- Are any maintenance/works planned for the areas you wish to shoot?

STAFF AVAILABILITY

- Will all staff members needed for the shoot be available?

EVENTS/ACTIVITIES

- Are there any events or activities planned that may impact your chosen areas?

ACCESS

- Do you have access to all areas you have chosen to include in the virtual tour?

LIGHTING & POWER

- If shooting over a weekend or when your location may not be in use, can you ensure that all lighting can be turned on and that the areas have power?

Planning the shoot

BLINDS/CURTAINS

- Are all blinds/curtains working and in place?
- If blinds are faulty, can they be fixed or moved to a fully open/up position?

LIGHTING

- Check for blown bulbs or faulty strip lights.

FLOORS & WALLS

- Check for any large marks, scuffs or stains. Cleaning beforehand is preferable. It's possible to edit in post-production, but there may be an additional charge.

SIGNAGE

- Remove any temporary signage from walls such as A4 printed sheets or posters that may age the virtual tour—for example, Valentine's events in February or Christmas events in December.

FURNITURE & EQUIPMENT

- Arrange any furniture in the spaces as you wish them to be in the final virtual tour—for example, chairs in a meeting room or classroom or gym equipment in a school hall.
- Remove any surplus pieces of equipment such as stacked chairs or tables.

PERSONAL ITEMS

- Remove any personal items or images of staff/children/students or customers that may be on walls or desks. We can blur content if this is not possible.
- If you are an educational establishment, you may wish to ask students not to bring bags, coats, drinks bottles or other items into classrooms. These can often make the areas look messy and 'busy'.

IT

- Ensure any IT requirements (e.g. projectors or computers) are arranged with the relevant team and in place.

FOOD & DRINK SHOTS

- If shooting areas such as canteens, do you need to arrange for food to be laid out in the servery?

EXTERNAL 360 SCENES

- Make sure any grass areas are cut and manicured.
- Flower beds should be as you wish them to appear in the final imagery.
- If shooting in Autumn, clear fallen leaves from walkways to distinguish them from grass or gravel areas.
- Make sure any areas within your building visible from the shooting area are clean and tidy.
- Check all blinds, curtains or shutters are uniform for the whole building.
- Give advance notice that no cars should be parked within a certain amount of meters from the doorway of any buildings featured in the shoot. This ensures a nice clean shot of any main entrances or areas of specific interest.

Day of shoot (or day before!)

WALK THROUGH THE TOUR

- Make sure all areas have been prepared as expected.

LAST-MINUTE REMINDERS

- Send a last-minute reminder email to all relevant staff/stakeholders that the shoot is taking place.

PEOPLE WHO DON'T WANT TO BE FEATURED

- Identify any staff members, students or members of the public who have not given their permission to have their image captured so we can avoid them or remove them from the area whilst shooting. (around 1-2 minutes per 360).

EMERGENCY CONTACT DETAILS

- Get contact details for any members of staff that may be needed during the shoot. For example, caretakers, maintenance teams, IT support staff or other ancillary staff. You may need to call on them for help!

Notes: