

North Denver Photographers Studio Check Out

Photographer: _____ **Date:** _____ **Check Out Time:** _____ **Studio Used:** Cyc L/R, Int, Ext, Garage

**Please call Carl Marx (720-837-5987) if ANYTHING is broken, damaged, or left not in perfect shape for the next photographer.

STUDIO:

- ___ Studio Floor Swept.
- ___ White Studio L & R: Floor mopped (only time you shouldn't mop is if you didn't use it. Even if it looks clean, it's not.)
- ___ White Studio L & R: Paint touched up as needed (use touch-up kit found in the 'tool section' of the prop area) or Call Carl
- ___ Mop bucket emptied and mop hanging over the top so it can dry.
- ___ Light Cords rolled up on and clipped to the lights.
- ___ All lights have some sort of reflector on them for protection, no bare bulbs showing.
- ___ Light modifiers put back on the proper shelf in the storage area.
- ___ Extension cords put away NEATLY.
- ___ Tables and chairs returned to their place along the back black wall or in the back storage area.
- ___ Props cleaned up and put back in their proper section.
- ___ Trash created during your session thrown out ie, water bottles, cups, food, etc...
 - If the large trash can is full, please place it in a storage area or in the dumpster.
- ___ Seamless paper rolled back up (carefully so as to not tear it.) Did you ruin any, if so please call me. \$3 per linear foot.
- ___ 'Man Door' in the Cyc wall room to the outside is locked.
- ___ Cyc Room 4'x9' garage door locked.
- ___ Garage studio 12'x12' garage door locked.
- ___ 'Man Door' next to the front garage door locked.

DRESSING ROOM:

- ___ No clothes left out, don't forget to check the dressing room itself.
- ___ Make-up table cleaned and arranged neatly.
- ___ Mirror's at the Make-up table is clean.
- ___ Trash under the make-up table under control or thrown into a larger trash can.
- ___ Ironing board and Iron put back (cord rolled up.)

BATHROOM:

- ___ Trash is under control.
- ___ Toilet Paper is stocked.
- ___ Paper towels are stocked.
- ___ Hand soap is stocked.
- ___ Sink is not a mess.

MEETING ROOMS:

- ___ Stuff not left out and about.
- ___ Table surface is clean.
- ___ Chairs put back neatly.
- ___ Carpet, is it clean? Does it need to be vacuumed?
 - Rocks, pebbles, & leaves brought in from the outside.
 - Bits of clothing (sparkles, feathers, fuzzy stuff, etc..)
 - Bobby pins, hair clips, etc..(especially in the dressing room)