

# Photo Studio Rental Checklist

A practical PDF guide for photographers preparing to book a studio, compare rooms, and avoid shoot-day surprises.

VT Photo Workplace | [vphotoworkplace.com/guides/photo-studio-rental-checklist-pdf](http://vphotoworkplace.com/guides/photo-studio-rental-checklist-pdf)

## HOW TO USE THIS

Review this checklist before paying a deposit, then use the booking questions when contacting the studio. Save a copy in your production folder for the shoot-day pass.

## 1. Space and access checks

Confirm	Why it matters
Usable shooting area	Listing photos can hide tight working distance.
Ceiling height	Full-body portraits, modifiers, booms, and video rigs need clearance.
Window direction	Daylight changes by time, weather, and season.
Private or shared space	Privacy affects clients, wardrobe, audio, and comfort.
Load-in path	Elevators, stairs, parking, and loading zones can slow the day.

## 2. Included gear questions

- Which lights are included: strobes, continuous lights, or both?
- Are triggers compatible with your camera system?
- Which modifiers are included: softboxes, umbrellas, grids, reflectors, V-flats, flags?
- Are C-stands, sandbags, clamps, extension cords, and boom arms included?
- Are seamless paper, cyclorama repainting, props, tables, and tethering stations included or charged separately?

### 3. Booking terms to get in writing

Question	Ask before booking
Deposit	How much is due now, and is it refundable?
Cancellation	What is the refund or reschedule window?
Overtime	Is overtime billed by the hour, half hour, or rounded up?
Cleaning	What reset standard is expected before load-out?
Crew limits	Do clients, stylists, assistants, or agencies trigger extra fees?
Insurance	Is production insurance required for commercial shoots?

### 4. Client experience checklist

- Clean restroom and private changing area.
- Makeup station, mirror, garment rack, steamer, and seating.
- Reliable Wi-Fi, power outlets, client review area, and monitor options.
- Climate control, quiet HVAC, and noise expectations for video or interviews.
- Food, drink, catering, trash, and parking rules.

### 5. Final shoot-day pass

Done	Shoot-day item
<input type="checkbox"/>	Call time, address, access code, and studio contact saved.
<input type="checkbox"/>	Camera, lenses, cards, batteries, chargers, triggers, and tethering kit packed.
<input type="checkbox"/>	Lighting plan, shot list, call sheet, and client notes printed or saved.
<input type="checkbox"/>	Deposit receipt, booking window, overtime rate, and cleanup expectations confirmed.
<input type="checkbox"/>	Assistant, client, stylist, makeup, and talent have arrival details.

### Booking email prompt

Before I confirm, could you send the included-equipment list, overtime rate, cancellation terms, cleaning expectations, and any fees for backdrops, paper pulls, cyc repainting, or larger crews?

Use the full studio planning library at [vphotoworkplace.com/studio-guides](http://vphotoworkplace.com/studio-guides).