



Photos to Support Your Customized Location Videos

Instructions

- Upload each photo to the correct folder in your location's SharePoint folder
- Use photos taken in horizontal format



Photos Required

These photos are required to support customized videos for your space. You can add multiple photos for each topic.

Format: Subject (Number of Photos) [Folder Name]

- **Meeting Rooms** (2+ of each meeting room) [Meeting Spaces]
Tips: Take from the end of a table, showing its length. Turn chairs, so they open toward the camera.
- **Day Office** (1+) [Meeting Spaces]
Tips: Set up desk with props, e.g. plant, mug, computer, writing pad.
- **Reception with Business Center Manager** (1+) [Reception]
Tips: Have Business Center Manager looking at the camera. Make sure the reception area is clean without clutter.
- **Beverage Bar** (1+) [Beverage Bar and Kitchen]
Tips: Tidy mugs, condiments, etc, so one's eye is drawn to the space, not a mess.
- **Kitchen** (1+) [Beverage Bar and Kitchen]
Tips: Show the key features—fridge, sink, microwave.
- **Offices** (4+) [Offices]
Tips: Provide different options, for example large and small, internal and external, single and team. Use staging props—like a laptop, mug, and pot plant.
- **Team** (Owner, BCM) (1+) [Team]
- **Shared Workspace** (2+)
Tips: Show different areas. Can include people working and staging items—like a mug and laptop.



- **External Building** (1+) [Building]
- **Building Amenities** (optional) [Building]
Tips: Could include the cafeteria, gym, or outside seating area.
- **Surrounding Area**, such as restaurants (3+) [Area]
Tips: Photos might be able to be found online.
- **Parking Area** (optional) [Building]
Tips: Take from the end of the lot to show the size.
- **Two or More Members Talking** (2+) [Members]
- **One or More Members Working** (2+) [Members]

General Advice

Take in horizontal mode.

Ensure space is well lit.

Having people in many of the photos works well. Use different people in different spaces

Angles should be straight. For example, take from the end of a conference room table, not from a corner

People requirements: Dressed business professional, groomed, strong posture leaning toward the camera.

Various angle types:

- Shot above eye level, looking down at space
- Shot at eye level, capturing length of room

Exclude from shots: Trash cans, cables, personal photos, extra knick-knacks (toys, cheap décor, etc)