



As a photographer, I regard it as *my* job to ensure that all participants in my shoots understand and agree about what is supposed to happen. So I have a fairly well structured procedure for organising a first-time shoot with an internet model, especially where a relatively new model is involved. It goes roughly as follows:-

1. First contact

If we approach the model:-

- Study model's profile carefully before approaching.
- Never ask for levels she does not offer.
- Never offer TFP to "Paid Only".

Regardless of who makes first contact:-

- Clearly reiterate that shoot is TFP.
- Outline my basic ideas, costumes. levels etc.
- Location and range of dates (if known).
- Provide links to examples (if needed).
- Suggest chat on phone (to save weeks of pointless email tennis).

Models we avoid:-

- Avoid those with "model managers" or similar.
- Avoid those who shoot porn, more than one "no show" reference or who give me that indefinable "gut feeling" that says "AVOID!"

2. Chat on telephone

- Ensure model has full, up-to-date [COVID vaccinations](#).
- Ensure model understands what TFP *means*, particularly with regard to financial matters.
- Ensure model has seen my portfolios and website and is fully aware of the material I shoot.



- Also ensure model is aware of the material I never shoot.
- Explain my ideas to model carefully.
- Listen carefully to the model and note any concepts, ideas and/or costumes the model may have.
- Ascertain whether model has any health issues and/or allergies that might affect her during the shoot.
- Briefly discuss and agree all headings listed below in part 3:-

3. Assuming verbal agreement is reached by phone

Assuming verbal agreement is reached by phone, I prepare and send a written shoot-plan in PDF (portable document format), that can be shared with loved ones, with headings roughly as follows:-

- Introduction.
- Location and contact details, including full address and postcode, telephone number and email address.
- Overview.
- TFP arrangement.
 - Clear statement that NO money to change hands either way.
 - Delivery of images (medium, image format, size, time-frame etc).
 - Copyright, ownership and fair usage.
- Levels.
- Chaperone, if required – c/w link to our [chaperone policy](#).
- Logistics.
- [Costumes](#), hair and make-up.
- Sets – the shoot itself.
 - Set 1.
 - Set 2.
 - Set n.
- [Studio](#) equipment and facilities.
- What the model should bring to the shoot.
- Final advice to model (good night sleep, wash hair, clean nails, etc.).



4. Ensure model acknowledges receipt

- Ensure model has received the shoot-plan, has actually *read* it and agrees to it – in writing.

5. Enjoy productive and hassle-free shoot.

- ☐ ☐ ☐

6. Deliver images.

- Deliver within the agreed time-frame, using the agreed delivery method.
- Keep model advised of any delays or technical issues that might occur.

Document history

- Created: 2016-03-04
- Updated: 2022-09-20
- Updated: 2022-11-16
- Updated: 2023-01-29
- Updated: 2023-03-03
- Updated: 2024-02-14

Related Images: