



MEDIA & PHOTOGRAPHY GUIDE

Each qualified listing will be professionally photographed by our in-house photography team. For maximum impact and buyer appeal, photos are then used to create motion virtual tours, which are hosted on the LIV portal at media.livsothebysrealty.com. In addition, every listing above \$3 million receives a captivating property video.

LIST PRICE	MEDIA
Up to \$349,999 For Lease	25 Stills
\$350,000 – \$499,999	36 Photos with Enhanced Editing
\$500,000 – \$1,499,999	36 Photos with Enhanced Editing
\$1,500,000 – \$2,999,999	40 Photos with Enhanced Editing Basic Video Package — Covered at 25%
\$3,000,000+	40 Photos with Enhanced Editing Self-Selected Editing Sheet Basic Video Package Included

HOW TO ORDER MEDIA

Each qualified listing will receive a professional photography package.*

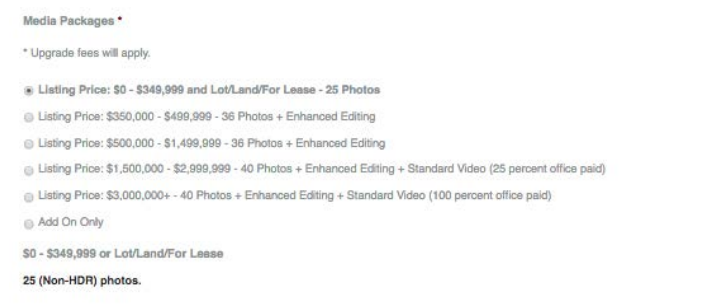
*Must be a qualified listing (5.6% commission and a 6-month listing agreement)

1. Login to **source.livsothebysrealty.com**

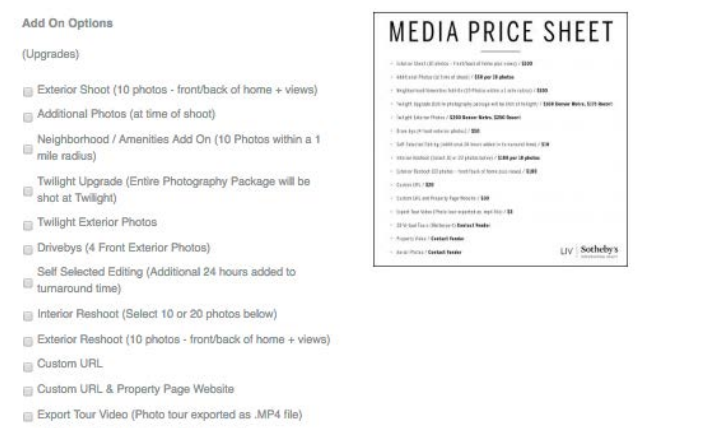
2. Select the “**Media**” tab



3. Complete the online form and select the appropriate **media package that corresponds with your listing:**



4. Select any optional **Add On Options**



5. Input any payment information, if applicable
6. Check the **“Photo Shoot Agreement”** box
7. Click **“Continue to Scheduling”**

Billing & Payment Information

Total for this shoot

\$0.00

TOTAL TO BE CHARGED:

This is the total you will be charged. Charges will appear as "LIV Sotheby's Int Ref". Click submit to complete order.

\$0.00

Photo Shoot Agreement *

By checking the box below, you agree to the LIV Sotheby's International Realty Terms & Conditions and the Pre-Shoot Checklist.

I agree

For our records:

Date: 09/02/2018

User IP: 173.227.190.34

Mozilla/5.0 (Macintosh; Intel Mac OS X 10_12_6) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/67.0.3396.99 Safari/537.36

Continue to Scheduling

8. Choose your photographer by region or scroll down first to see all photographers' availability

Photography Booking

Choose a photographer below to browse availability:

*Please note the photographer's service area. Travel fees may apply.

Denver Metro – Denver, Aurora, Englewood, Littleton & Centennial

West Metro – Evergreen, Morrison, Lakewood, Golden & Ken Caryl

North Metro – Northglenn, Westminster, Arvada, Thornton & Commerce City

South Metro – Castle Pines, Castle Rock, Parker, Highlands Ranch & Lone Tree



Alex Geller
Denver Metro / West Metro / North Metro



Andrew Forino
Denver Metro / West Metro



Corey Kline
West Metro / Cherry Hills Village / Denver Metro



Dan De Los Monteros
North Metro/Boulder



David O'Grady
Boulder & Surrounding Areas



Eric Broadfoot
Denver Metro / South Metro / West Metro



Kristopher Lewis
Denver Metro / South Metro / West Metro



Tommy Ellis
Denver Metro / Evergreen / South Metro



Travis Woolford
South Metro & Denver Metro



Tyler Grundvig
Colorado Springs Only

Alex Geller Denver Metro / West Metro / North Metro

September 2018

26 WED	27 THU	28 FRI	October 2018	2 TUE	3 WED
6:00 pm	9:00 am	10:00 am		9:00 am	9:00 am
6:30 pm	9:30 am	10:30 am		9:30 am	9:30 am
	1:00 pm	11:00 am		10:00 am	10:00 am
	1:30 pm	11:30 am		10:30 am	10:30 am
	2:00 pm	12:00 pm		11:00 am	11:00 am
	2:30 pm	12:30 pm		11:30 am	11:30 am
	6:00 pm	1:00 pm		12:00 pm	6:00 pm
	6:30 pm	1:30 pm		12:30 pm	6:30 pm
		2:00 pm		1:00 pm	

Andrew Forino Denver Metro / West Metro

October 2018

3 WED	4 THU	8 MON	10 WED	11 THU
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
9:30 am	9:30 am	9:30 am	9:30 am	9:30 am
10:00 am	10:00 am	10:00 am	10:00 am	2:00 pm
10:30 am	10:30 am	10:30 am	10:30 am	2:30 pm
11:00 am	11:00 am	11:00 am	11:00 am	3:00 pm
11:30 am	11:30 am	11:30 am	11:30 am	3:30 pm
12:00 pm	12:00 pm	12:00 pm	12:00 pm	4:00 pm
12:30 pm	12:30 pm	12:30 pm	12:30 pm	4:30 pm
1:00 pm		1:00 pm	1:00 pm	5:00 pm

Photography Booking

Confirm the date and time you would like for your photography reservation. If the time is no longer available, please select another time or a different photographer.

1
Reservation details

2
Reservation completed

Reservation details

Photographer *

Tommy Ellis

Date*

Oct 01, 2018

Start time

9 am

Property Address*

12345 Test, Denver, Colorado 80111

Photo Package

Listing Price: \$3,000,000 - 40 Photos - Enhanced Editing - Standard Video (100 percent Shoot Package Requested

Add Ons

Additional Items Requested

Additional Items Requested

Square Feet

100,000

Approximate Square Footage

Beds

10

Number of Bedrooms

Baths

10

Number of Bathrooms

Personal details

First name*

Camille

Last name*

Prusse

Contact info

Email address*

cprusse@livsothebysrealty.com

Mobile

Canada / USA (1) (303) 303-3333

Phone

Canada / USA (1)

Additional info

Notes

Enter additional notes here.

Enter additional notes here.

Make reservation

* - required field

If you do not submit your reservation within 15 minutes, this time slot will be released.

Oct 01, 2018 at 09:00 am with Tommy Ellis



Please be sure to confirm accuracy of the below property address

12345 Test, Denver, Colorado 80111

*You will receive two confirmation emails letting you know you have successfully booked a photo shoot for your listing.

Reservation confirmed

LIV SIR Photography Booking <noreply@planyo.com>
Camille Prusse
Tuesday, July 10, 2018 at 3:31 PM
[Show Details](#)

[Download All](#) [Preview All](#)

Dear Camille,
Your photography reservation is now booked and confirmed. Attached is the Pre-Shoot Checklist. If you need to reschedule or cancel your reservation, please click on the link below prior to the 24 hour cancellation period*. \$135 Cancellation fee will apply.

Listing Address: 12345 Test, Denver, Colorado 80111

Thank You,
LIV SIR Photography Team

[Cancel Photography Reservation](#)
[Edit Photography Reservation](#)
[View Upcoming Reservations](#)

Need Help? Contact your media coordinator at 303.316.2570 or email media@livsothebysrealty.com

Reservation ID: **85602217**
Photographer: **Tommy Ellis**
Duration: **Monday, Oct 01, 2018 09:00 am - 12:00 pm (3 hours)**
Created: **Jul 10, 2018 03:31 pm**
Status: **Reserved - Email address verified - confirmed**
Property Address: **12345 Test, Denver, Colorado 80111**
Photo Package: **Listing Price: \$3,000,000 - 40 Photos Enhanced Editing Standard Video (100 percent office paid)**
Square Feet: **100,000**
Beds: **10**
Baths: **10**

TURNAROUND TIMES:

- Scheduling tour 3-5 business days
- Completed images are ready within 48 business hours from the shoot
- Re-edits are an additional 24 business hours

HOW TO RESCHEDULE OR CANCEL YOUR RESERVED PHOTOGRAPHY APPOINTMENT

Please refer to the confirmation email you received after booking your photography appointment to cancel, edit or view your upcoming reservations or call Camille, the Media Coordinator, at 303.316.2570 within 24 hours.

Reservation confirmed



LIV SIR Photography Booking <noreply@planyo.com>

Camille Prusse

Tuesday, July 10, 2018 at 3:31 PM

[Show Details](#)



[Download All](#) [Preview All](#)

Dear Camille,

Your photography reservation is now booked and confirmed. Attached is the Pre-Shoot Checklist. If you need to reschedule or cancel your reservation, please click on the link below prior to the 24 hour cancellation period*. \$175 Cancellation fee will apply

Listing Address: 12345 Test, , Denver, Colorado 80111

Thank You,

LIV SIR Photography Team

[Cancel Photography Reservation](#)

[Edit Photography Reservation](#)

[View Upcoming Reservations](#)

Need Help? Contact your media coordinator at 303.316.2570 or email media@livsothebysrealty.com

Reservation ID
[R4507217](#)

Photographer
[Tommy Ellis](#)

Duration
Monday, Oct 01, 2018 09:00 am - 12:00 pm (3 hours)

Created
Jul 10, 2018 03:31 pm

Status
Reserved + Email address verified + confirmed

Property Address
12345 Test, , Denver, Colorado 80111

Photo Package
Listing Price: \$3,000,000 - 40 Photos Enhanced Editing Standard Video (100 percent office paid)

Square Feet
100,000

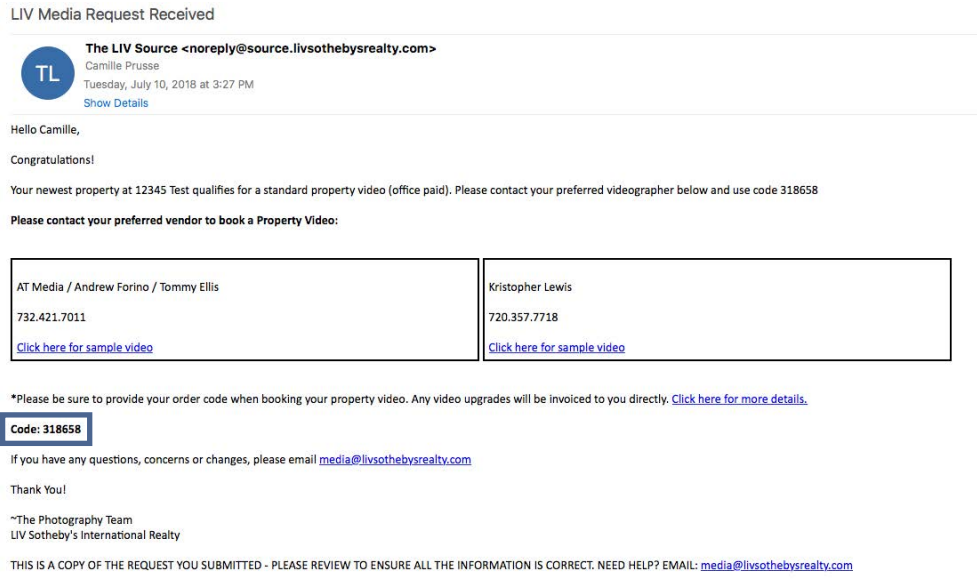
Beds
10

Baths
10

HOW TO ORDER VIDEO

Every qualified listing above \$3 million receives a captivating property video. Listings priced from \$1.5M–\$3M are eligible for a 25% office paid, standard video.

Once you have placed the photo order through the Source and your package qualifies for a video, you will receive an email with our preferred videographers contact info. **In that email, you will also receive a code that you will need to give to your videographer.**



For listings that do not qualify for company-paid video, you can opt to order this on your own. Please contact one of our preferred videographers directly, who are listed below, to schedule your video. Depending on the photo package your listing falls under, any video upgrades will be invoiced to you directly.

\$800
Standard Video Package

1 minute film featuring drone footage and interior/exterior ground video to highlight the property's main living spaces. Video will be edited to music, creating both a branded and unbranded version. One round of edits included.



ADDONS Ask your videographer about additional enhancements

\$200 Filmed at Twilight	\$200 Neighborhood Stock Video	\$250 Timelapse (3-4 timelapses)	\$50 Social Media Edits (30 second clip)
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LIV | Sotheby's
INTERNATIONAL REALTY

PREFERRED VIDEOGRAPHERS

AT Media
Andrew Forino / Tommy Ellis
732-421-7011

Kristopher Lewis
720.357.7718

PREPARING THE PROPERTY

Please review this checklist and use your best judgment to make sure that the following items are completed prior to your photographer arriving onsite:

LIGHTING:

- All interior and exterior lights on, including floor lamps, table lamps, under-cabinet lighting, stovetop lighting, bedside reading lamps, ceiling fan lights, and other secondary light sources
- Ensure that all light bulbs work. Replace any burnt out bulbs.

KITCHEN:

- Remove all non-decorative items from counters (dish soap, paper towels, phones, cleaning supplies, etc.)
- Remove magnets, photos, kids artwork etc. from the refrigerator

BATHROOMS:

- Lower all toilet seats
- Clear countertops of non-decorative items
- Remove toiletries from bath/shower area (curtains/door are often opened to show off tiling/fixtures)

FRONT AND BACKYARDS:

- Put hoses and other equipment away, organize patio/deck furniture
- Outdoor sitting areas clean and ready, umbrellas open, cushions straight etc.
- Pick up pet waste, put away garbage bins, and generally clean up the yard
- Pets: Keep pets out of the way during the shoot (in the backyard, garage or unfinished basement for example)
- Put away pet supplies, including food/water bowls, crates, toys, etc.
- Ensure that no vehicles are in the driveway or on the street in front of the home
- Close garage doors

WINDOW TREATMENTS:

- Open curtains/blinds all the way in every room - blinds should be twisted open, not pulled up

OTHER:

- Turn ceiling fans off
- Put all personal items away
- Generally make the house as clean as possible
- Water features on
- Beds made and straightened

REQUIREMENTS:

Broker (or Personal Assistant) MUST be present at the shoot. Property must be prepared according to the pre-shoot checklist. If broker is not present or property is not suitable to be photographed, the cancellation fee will apply.

Cancellation fee: \$175 **Fee will apply for cancellation within 24 hours of shoot and for properties that are not suitable to be photographed. Fee will also apply to expired or withdrawn listings.

RECEIVING AND EDITING YOUR VIRTUAL TOUR

New Tour Notification Email - the **“Download Center”** link will let you download the images without logging in.

Your virtual tour for 1700 Bassett St has been published!

To start your virtual tour “slideshow” click the “view slideshow” button on the bottom right.

Please click on the link at the bottom of this page to download your photos. If you have questions please contact the Marketing Department at 303-316-2570.

You can view the tour here:

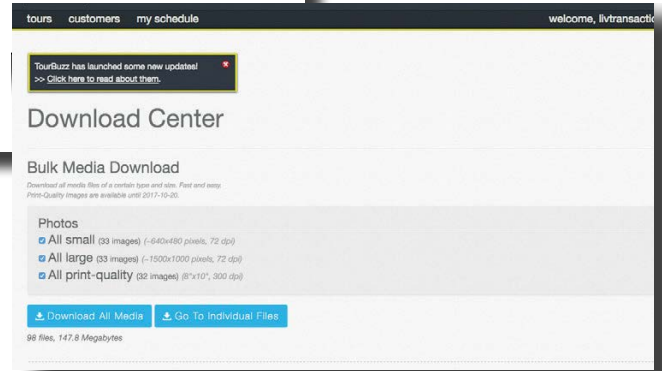
Branded: <https://media.livsothebysrealty.com/968372>

Unbranded: <https://www.tourbuzz.net/public/vtour/display?idx=1&tourid=968372>

Simple Layout: <https://www.tourbuzz.net/public/vtour/full/968372/>

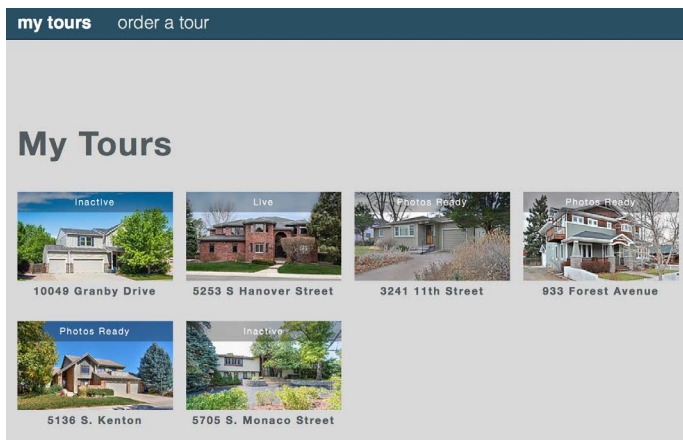
Download Center:
<https://www.tourbuzz.net/client/tour/downloads/968372/5e47ba46d97bd94b903ac0d6ed56fc9a>

Regards,
LIV Sothebys International Realty

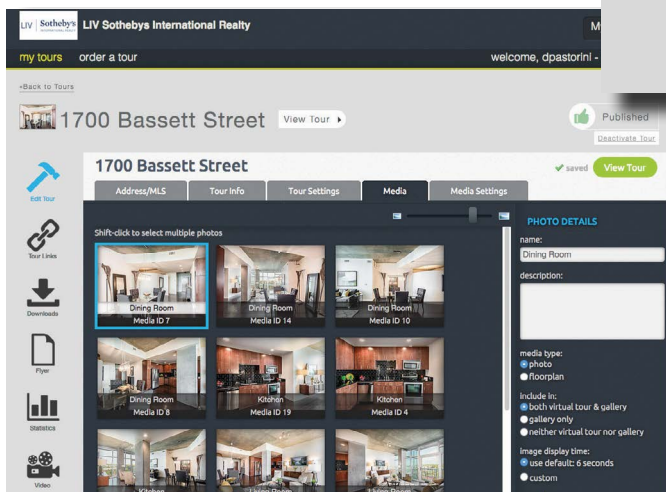
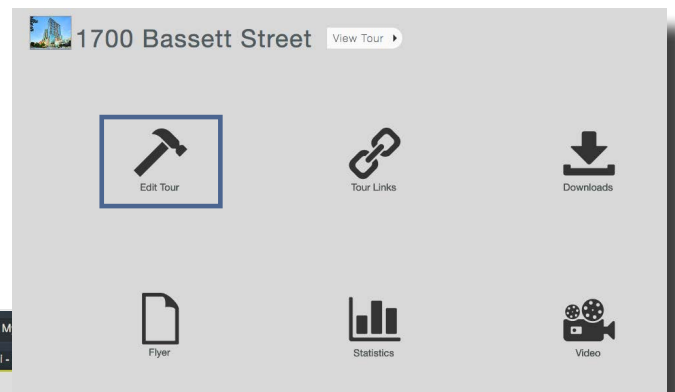


On the download link, you can download any size of the photos you need, including the MLS size photos.

In order to make changes to a tour, you must login to your media.livsothebysrealty.com account.



Once logged in, click the **“New Client Panel”** to edit, add MLS information, rearrange images or update image descriptions.



Click the **“Edit Tour”** icon to change order of photos, add MLS information, update the address, price, rename and rearrange photos. You can also hide certain photos fro your tour.

FREQUENTLY ASKED QUESTIONS

Q: Why when I click a time for a photographer does it say there is “not enough time allotted?”

A: We block off 3 hours for travel time and the photo shoot so photographers have enough time to get to their next shoot, as well as, enough time to shoot the property. If it gives you this error, please either contact Camille (the Media Coordinator) to see if there will be enough time or choose a different time.

Q: Do I have to be present at photo shoots?

A: Yes, we like to have an agent or your assistant at the shoot to specify any shots you want or to make sure the property is prepared according to the Pre-Shoot Checklist (available on the Source). If no one is able to be there, please make sure that the photographer has the Lockbox code and the property is ready beforehand. Also please notify your owners or tenants beforehand!

Q: How should I prepare my clients for their shoot?

A: Please give them and reference the Pre-Shoot Checklist located on the Source.

Q: When should I expect my photography back?

A: There is a 2-day turnaround time to receive your photos after your shoot.

Q: How do I order interior or exterior reshoots of my listing?

A: In the Source, you will begin to order your photos normally, then select “Add On Only” for the Media Package. In the Add On section, select the appropriate option and continue to scheduling your photos.

Q: What time should I reserve my twilight shoot?

A: Twilight is best after sunset when it is just barely still light outside. This time changes depending on the season, so be sure to search online to see what time sunset is on the day you would like and plan accordingly. If you are doing a full twilight upgraded shoot (exterior and interior photos), schedule it approximately an hour prior to sunset, and reserve less time prior to sunset if you are just having exterior twilight photos taken.

Q: Where can I find any additional photography information?

A: Please look on the Source under the Media Tab.

Additional questions? Please reach out to:

Camille Prusse | Photography Manager/Editor | 303.316.2570
cprusse@livsothebysrealty.com | media@livsothebysrealty.com