Customer Imaging Request Checklist

What and where is the target? Define the target location by at least two forms of navigational information (e.g., Lat/Long and VOR radial/DME) Also ensure that you get a good verbal description of the target. Note: If the crew will need to perform a damage assessment/survey in order to decide how to image the damage, at least try to define the general area or boundaries of the suspected damage.	
How should the target and surrounding features be imaged? **Some questions to ask are**: • Is the target a single feature or facility, such as a building? If so, do they want as close a picture as possible (e.g., completely filling the frame)? • Does the customer want to see the target and its environs to allow a larger perspective? • Does the customer want to see roads and/or power lines leading to or from the target? If so, how far out from the target? • Does the customer want to see the extent of flooding below a dam or levee, or the entire trail of debris from a tornado? • Does the customer want wide photos followed by close-ups? • Does the customer want the photos taken from a certain altitude (AGL) or from a specific angle to the target? Or is it OK to change altitudes and/or zoom as necessary to get the best shot?	
Does the customer care about lighting conditions over the target area? The customer may not want photos taken under a heavy overcast, or in early morning or late afternoon light.	
What information do they want to accompany the photos? Accompanying information may include: • Altitude (MSL or AGL, or both) • Latitude and Longitude • Time (local or Zulu) • Distance from target (nautical or statue miles) • Direction to target (e.g., looking South) • Angle to target (e.g., 45°)	
What photo format do they want? Do they want JPEG or an uncompressed photo (e.g., TIF or RAW), both or don't care?	
What quality and size photo file do they want? This is normally the largest and best quality JPEG.	

Do they mind if you crop photos, if needed?	
Do they mind if you edit photos, if needed?	
Do they want you to add text or symbols to the photos? This may include some of the information listed above such as date/time or lat/long, along with arrows or circles.	
How do they want you to name the photo files? Be specific, especially as to the sequence of information contained in the file name. For example: Date (dd/mm/yy) / mission number / sortie number / photo (sequential) number or description	
Do they want you e-mail, mail, or hand deliver the photos? • What information do they want in the "Subject" and "Remarks" areas of the e-mail? • What is the e-mail address of the customer or customers? • Do they want you to cc: or blind copy anyone? What are the addresses? • Do they need to enter your e-mail address in their "anti-spam" software so it isn't blocked? • Do they want you to call before sending the photos? What is the phone number (plus a backup)? • Do they want the photos on a CD/DVD? • Do they want the photos on a flashdrive?	