



THE PHOTO MANAGERS

FINDING PHOTOS
CHECKLIST

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Before the first meeting, you'll want to have the client gather all the photos (and perhaps documents and objects) to be included in the organizing project. Even if it is a project to be done in phases, having it all collected in the beginning helps the planning process. Adapt this form to fit your business' brand and client acquisition workflow.

BEFORE WE START

- Computers/phones updated
- Have cords for all devices
- Have website logins/passwords as needed

FINDING DIGITAL PHOTOS

- Desktop/laptop/tablet
- Phone - current and old ones
- Camera - is there a memory card inside?
- Memory cards (e.g. Compact Flash, SD, microSD, Memory Stick, etc.)
- Thumb drives
- External hard drive
- CDs and DVDs
- Email - photos included in emails to save?
- Photo cards/calendars
- Photo sharing websites (e.g. Flickr, Shutterfly, Snapfish, Photobucket, SmugMug, PictureTrail, Fokti, Imgur, Ipernity, jAlbum, Mylio)
- Photo retailer websites (e.g. Costco, CVS, Walgreens, WalMart, Target, Sam's Club)
- Family history websites (e.g. Ancestry, FamilySearch, MyHeritage, FindMyPast, FamilyArc, Geni, Treelines)
- Social media (e.g. Facebook, Instagram, Twitter, Pinterest, Tumblr, LinkedIn)
- Cloud storage (e.g. iCloud, Google Photos, Dropbox, OneDrive, Amazon, pCloud, SpiderOak, SugarSync, OpenDrive, Zipcloud, MediaFire, Team Knowhow, Tresorit, Mega, Storj, Sync, JottaCloud, FlipDrive, JustCloud)
- Online backup (e.g. Backblaze, Carbonite, CrashPlan, iDrive, SOS Online Backup, Livedrive, ElephantDrive, Zoolz)

FINDING PRINT PHOTOS

Check all rooms - closets, desks, storage bins, basement, attic, etc.

- Photo albums and photo books
- Professional photo packages (school, sports, headshots, events)
- Scrapbooks
- Framed photos

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- Photo lab envelopes
- Slides
- Negatives
- Undeveloped film
- Other family members
- For a business - other departments, locations, etc.

FINDING MEMORABILIA

Consider converting old media; documents scanned and larger memorabilia photographed

- Home movies - VHS or MiniDV tapes, 8mm reels, etc.
- Audio cassettes
- Documents - family papers such as letters, wedding certificates, military records, etc.
- Journals, books, recipe collections - can be photographed in their entirety or sections
- Memorabilia - objects such as baby shoes, military medals, baseball cards, trophies, etc.