

SPACE MAKER

PROFESSIONAL

Gathering your Photos and Memories

CLIENT CHECKLIST

Take time to gather all the photos you want to include in your organizing project. This can also include important documents or memorabilia like slides, albums, letters, or small objects tied to your memories.

Even if your project will be done in phases, having everything collected from the start makes the planning process much smoother and ensures nothing gets overlooked.

Don't worry about sorting yet — just focus on gathering everything in one place!

DIGITAL PHOTOS

- Desktop/laptop/tablet
- Phone – current and old ones
- Camera – is there a memory card inside?
- Memory cards (Compact Flash, SD, microSD, etc.)
- Thumb drives
- External hard drives
- CDs/DVDs
- Email – download photo attachments
- Photo Cards/Calendars
- Photo sharing sites (Flickr, Shutterfly, Snapfish, SmugMug, etc.)
- Photo retailer websites (CVS, Walgreens, Walmart, etc.)
- Family history sites (Ancestry, FamilySearch, MyHeritage, etc.)
- Social Media (Facebook, Instagram, Pinterest, etc.)
- Cloud storage (iCloud, Google Photos, Dropbox, OneDrive, etc.)
- Online backups (Backblaze, Carbonite, iDrive, etc.)

PRINT PHOTOS

- Photo albums/photo books
- Professional photo packages (school, sports, headshots)
- Scrapbooks
- Framed photos
- Photo lab envelopes
- Slides
- Negatives
- Undeveloped film
- Other family members' photos

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MEMORABILIA

- Home movies (VHS, MiniDV tapes, 8mm reels)
- Audio cassettes
- Documents (letters, certificates, military records)
- Journals, books, recipes (photograph or scan)
- Memorabilia (baby shoes, medals, trophies, etc.)

PREPERATION TIPS

- Computers/phones updated
- Know all usernames and passwords for sites
- Have cords for all devices ready
- Gather items from all rooms (closets, attic, basement, storage)
- Make a central organizing space