

A Guide for Photo Shoot Leaders

1. Choose a destination

A. Research

1. Location/Itinerary
2. Date
3. Lodging
4. Restaurants

B. Check

1. Maps
2. Distance/Gas
#miles divided by 22?mpg (avg. small/large cars mpg)
X cost of gas per gallon divided by # passengers
3. Total fees for participants
4. Degree of physical difficulty
Easy, moderate, strenuous

C. Book block of hotel rooms/price for participants reserve

2. Announcement of Photo Shoot

A. Format

1. Basics

Location:

Date:

Photo Shoot leader:

Participation limit:

Interesting descriptive paragraph about shoot

2. Itinerary details---a brief outline

3. Review date

Set with Gary Jann (azsunburnt@cox.net) for a Thursday evening date; Marilyn Vosburg (marilyn.grandphotos@gmail.com) for other Studio openings

B. Submission

1. Email above format info to melwhaley@cox.net
early in week
2. Mel will forward shoot announcement to Vicki Dillon
by Thursday for publishing in Friday email Blast
to all club members
3. Mel will post the complete announcement along with
sign up link on www.grandphotos.org the following
Monday

C. Sign up list

1. **Participants may only sign up for a Photo Shoot by using the form at www.grandphotos.org under Photo Shoots**
 2. **Leaders will receive sign up updates by email**
 3. **When a trip is full/closed, leaders need to let Mel know if a waiting list should be formed and announced both online and via Vicki's Blast**
3. **Pre-Trip**
 - A. **Welcome each participant upon receiving sign up info**
 - B. **Email updated plans/info/details to shoot participants**
 - C. **Week before shoot: send email reminder**
 - D. **Day or two before shoot (local or distant): check out First Aid kit at Studio (Locker #15)...check back in after trip**
4. **Photo Shoot**
 - A. **In parking lot before trip:**
 1. **Distribute sign up info list to each shoot driver**
 2. **Be sure all cell phones are on**
 3. **Sort drivers and passengers**
 4. **Make sure gathering times/places are clear to all**
 - B. **At destination:**
 1. **Repeat times/places set for gathering**
 2. **Encourage asking for photo assistance**
 3. **Take group photo**
5. **Post-Trip**
 - A. **Confirm Review date/time**
 - B. **Have each participant email 10 (vary by trip) best images (reduced to 1024 pixels on longest side) to shoot leader for Review**
 - C. **Of Review images received, select 2/participant for website**
 - D. **Email participants a brief shoot evaluation form for return to shoot leader (Optional)**
 - E. **Place shoot information and participant lists in a folder for future reference**