

## Grand Photos Photo Shoot Program

1. Only Club members are allowed to participate in photo shoots as per Club specific policies & procedures.  
All Club photo shoots require online registration.
2. In all but exceptional circumstances, photo shoot registrations will open on the 1<sup>st</sup> day of the month prior to the month of the photo shoot. For example, photo shoots for all dates in Oct. will open for registration on 1 September and so on. This will then align with the GP class registration process with which members are familiar and will allow members to register for both photo shoots and classes at one time.
3. All photo shoots will be posted on the Club website and forwarded to Photo Shoot Team member, Dennis Hilgar using the format of the 'photo shoot template'.
4. To provide sufficient time for Dennis to post photo shoots he must receive the shoot write up two weeks prior to a photo shoot's **registration opening**.

### As a Participant What Are My Responsibilities on a **Grand Photos Photo Shoot**?

1. Ensure beforehand that the pace/scope and conditions are within the bounds of your physical and mental abilities
2. Register on the website, plan to participate in the entire shoot and make any reservations for accommodation if required.
3. Sign the waiver
4. Sign up on the wait list if shoot is full. This is the only way for the Club to assess the demand for a particular shoot
5. Offer to drive if you are able, be on time and meet at designated rally points as outlined by the shoot leader and your vehicle driver. Be prepared for the forecast weather with proper clothing, footwear, charged batteries, clean lenses, etc.
6. Help out the shoot leader if you see something that needs doing. Keep an eye out for the wellbeing of others in the group
7. Carry your own gear, luggage, water, snacks. Bring sufficient money for lunch/dinner/hotel and to pay the driver for gas, etc.
8. Participants are encouraged to carry with them or in their camera bag at all times, a completed 'medical alert' form in a sealed baggie (Free forms are available online at this and similar places: <https://www.medicalcarealert.com/vial-of-life-ems-information/>)
9. Notify the photo shoot leader;
  - (a) If an emergency arises and you need to leave the photo shoot early,
  - (b) If you or someone on your shoot does not arrive home as planned.
10. Participate in the post shoot photo sharing. After the Photo Shoot presentation session select and send two images to Photo Shoot Team member Gary Huffine for inclusion on the Club website. (Images must not be greater than 1400 pixels on horizontal side and 1050 pixels on vertical side. Images must have your name in a bottom corner and, in the email, header place the name of the photo shoot)

Photo Shoot Leader  
Responsibilities on a **Grand Photos Photo Shoot**

1. Develop an idea or learn of an event for a potential shoot. Identify a date(s) that least conflicts with other Club activities (i.e. Showcases, Classes, SIG's, Travelogues, Grand Market's, etc.)
2. Notify the Photo Shoot Team of this event as a tentative shoot event with likely date(s)
3. Research/ write up details and send in template format to Photo Shoot Team member (Dennis Hilgar) to post on the Club website (usually date for open registration is the 1st day of the month prior to the month of the shoot unless there is advance need for hotel bookings, etc.)
4. If a shoot requires participants to pay fees, calculate min. amount to be received at time of registration. Check the posting for any errors/ omissions and confirm with Dennis that text is ok
5. Dennis will monitor registrations, if limit is reached, he will advise leader of those who are on the wait list and of participants who have offered to drive.
6. Leader will contact drivers and assess whether to include those waitlisted or work with the Photo Shoot Team to conduct another shoot. Contact participants and host a pre meeting if advisable for that shoot to go over details and respond to questions
7. Take on the shoot either a personal first aid kit or check out the Club first aid kit from locker #15
8. At departure date count number of participants, ensure that smartphones are turned on and you have a list of all participant phone numbers and that drivers have phone numbers for persons traveling with them. Just prior to departure check off all participants in the PIMS system
9. During the shoot keep an eye out for the wellbeing of others in the group. Resolve any adjustments in itinerary and/or issues that arise during the shoot. To protect CAM's liability, follow CAM incident protocols if any incidents occur
10. Select date/time for sharing of photo shoot images at the Studio that least conflicts with other Club activities, communicate that to participants and host the event at the Studio. At the end of the photo sharing event:
  - a. remind participants to select and send two of their images to Photo Shoot Team member (Gary Huffine) who will posts them on the Club website under the Past Photo Shoots heading
  - b. remind participants that some of their images will also appear at the next Membership Gathering during the photo sharing presentation.