

EVENT

DATE

ARRIVAL TIME

PHOTOGRAPHERS AND CAMERAS

BEFORE THE SERVICE

45 TO 60 MIN

- ☐ Sync cameras with the team before you shoot
- ☐ Close-ups of the band and vocalists at rehearsal
- ☐ Building and signage as people arrive
- ☐ Greeters and ushers welcoming people
- ☐ Coffee and lobby conversations
- ☐ Kids check-in and volunteers, per your policy
- ☐ Guest and next steps area in use
- ☐ Volunteers serving with badges or lanyards

AFTER THE SERVICE

10 TO 15 MIN

- ☐ People staying to talk and catch up
- ☐ Pastors talking with people up front
- ☐ Families together on the way out
- ☐ Upload, check every file arrived, then format your card

DURING THE SERVICE

60 TO 90 MIN

- ☐ Welcome, announcements and scripture reading
- ☐ Wide shots of the full room during worship
- ☐ Wide and tight shots of each vocalist and musician
- ☐ Hands raised, people singing, faces not backs
- ☐ Down the rows: open Bibles and people taking notes
- ☐ Pastor preaching: wide, tight and a range of expressions
- ☐ Prayer and communion, quietly, no burst mode
- ☐ Baptisms, dedications or guests on the order of service
- ☐ The production team at work

FOR YOUR DESIGNERS

- ☐ Horizontal and vertical versions of key shots
- ☐ Open space beside the subject for text
- ☐ Everyday, non seasonal shots for future use

NOTES FOR THIS SUNDAY (WHERE THE LIGHT IS BEST, SPECIAL MOMENTS, WHO TO WATCH FOR)