

TEAM SETUP

Build your team on paper first. Fill this out with a pastor and your team leader.



LEADERSHIP

STAFF MEMBER OVER THE TEAM

PHOTOGRAPHY TEAM LEADER

WHO DECIDES WHAT GETS POSTED

WHO ANSWERS QUESTIONS ON SUNDAY

Pick someone who isn't on stage or in the production booth.

ROLES

☐ Everyone shoots and edits

☐ Some shoot, some edit

☐ One editor edits everything

PHOTOGRAPHERS

EDITORS

HANDOFF

FINISHED PHOTOS GO HERE

TELL THIS PERSON WHEN THEY'RE READY

☐ By text

☐ By email

☐ In our scheduling app

☐ In a team chat

WHO POSTS TO SOCIAL MEDIA

WHO UPDATES THE WEBSITE AND PRINT

EQUIPMENT THE CHURCH PROVIDES

☐ Cameras

☐ Lenses

☐ Cards and batteries

☐ Editing computer

☐ Editing software

☐ Cloud storage and backup

☐ Team badges

☐ Camera bags

☐ Phone mounts

WHERE THE GEAR IS KEPT

WHO TAKES CARE OF IT

WHAT WE WEAR AND HOW WE SCHEDULE

☐ Normal Sunday clothes

☐ All black

☐ Team shirt or lanyard

SCHEDULING TOOL

SCHEDULE GOES OUT BY

BIG EVENTS ARE ASSIGNED BY