

INDOOR EVENT

Conferences, men's and women's events, banquets, VBS, fellowship dinners



EVENT

DATE

ARRIVAL TIME

PHOTOGRAPHERS AND CAMERAS

BEFORE THE EVENT

- ☐ Sync cameras with the team before you shoot
- ☐ The building exterior and event signage
- ☐ Volunteers setting up and preparing
- ☐ Decor details: tables, centerpieces, stage
- ☐ Caterers or kitchen team cooking

ARRIVAL AND REGISTRATION

- ☐ Guests arriving and parking team helping
- ☐ Check-in, name badges and welcome gifts
- ☐ Merch or resource table in action

THE MEAL

- ☐ Candid shots of people eating and laughing
- ☐ Food details and the serving line
- ☐ Wide shots that show a full room
- ☐ Volunteers serving and cleaning up

THE MAIN SESSIONS

- ☐ Hosts and speakers, wide and tight
- ☐ People listening, laughing and taking notes
- ☐ Worship during the sessions
- ☐ Open Bibles and people praying
- ☐ Games, challenges and audience moments
- ☐ Volunteers being recognized and thanked
- ☐ The tech team in the booth
- ☐ Childcare rooms, per your kids policy
- ☐ Creative shots of the atmosphere

WRAPPING UP

- ☐ Group photos of attendees and the team
- ☐ People leaving and the space at the end
- ☐ Volunteers breaking down
- ☐ Upload, check every file arrived, then format your card

NOTES: SCHEDULE, SPEAKERS' NAMES, SPECIAL MOMENTS