

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)

HOLIDAYS AND SPECIAL SERVICES

Christmas, Easter, Good Friday, graduations, anniversaries and big Sundays



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BEFORE THE SERVICE

60 MIN

- ☐ Sync cameras with the team before you shoot
- ☐ Stage design and decor before the doors open
- ☐ Special music and kids choir at rehearsal
- ☐ Communion elements and candles up close
- ☐ The building with a full parking lot
- ☐ Greeters welcoming guests in holiday outfits
- ☐ New signage, welcome desks and guest gifts

AFTER THE SERVICE

15 TO 20 MIN

- ☐ Families in their holiday outfits. It's okay to ask them to pose.
- ☐ People greeting new members and guests
- ☐ The photo backdrop with people in it
- ☐ Pastors talking with people up front
- ☐ Upload, check every file arrived, then format your card

DURING THE SERVICE

75 TO 105 MIN

- ☐ The same decor again once the room fills up
- ☐ Wide shots from the back and from the side of the stage
- ☐ Soloists, duets and the kids choir, wide and tight
- ☐ Candlelight on faces. Raise your ISO and hold steady.
- ☐ Communion, prayer and the invitation, quietly
- ☐ Baptisms: the moment, the cheer and the hug
- ☐ Pastor preaching, wide and tight

OUTDOOR EXTRAS

IF PLANNED

- ☐ People waiting for the activity to start
- ☐ Kids running, shot wide or from behind
- ☐ Low angle shots from down in the grass
- ☐ Parents watching their kids
- ☐ Winners with their prizes, with a parent's okay

NOTES: WHO'S DOING WHAT, WHERE TO STAND, WHERE THE SUN WILL BE

INDOOR EVENT

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



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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

OUTDOOR EVENT

Picnics, outreach days, outdoor baptisms, egg hunts, block parties, camps



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BEFORE THE EVENT

- ☐ Sync cameras with the team before you shoot
- ☐ Set white balance to Daylight or Cloudy
- ☐ Walk the site. Note where the sun is and where the shade is.
- ☐ Tents, signage, games and food stations
- ☐ Volunteers setting up and prepping food

DURING THE EVENT

- ☐ One wide shot that shows the whole space and crowd
- ☐ People arriving and being welcomed
- ☐ Games and activities in action
- ☐ Kids playing, shot wide or from behind
- ☐ Low angle shots from down in the grass
- ☐ The grill, the food line and people eating
- ☐ Families on blankets and neighbors talking

OUTDOOR BAPTISMS

IF PLANNED

- ☐ The crowd gathered at the water's edge
- ☐ Each person going in, wide and tight
- ☐ Coming up out of the water
- ☐ The celebration, hugs and towels

GOLDEN HOUR

- ☐ Groups with the sun behind them
- ☐ Warm candids as the light gets low
- ☐ Creative shots: sun flare, details, silhouettes

WRAPPING UP

- ☐ A big group photo before people leave
- ☐ Volunteers cleaning up
- ☐ Upload, check every file arrived, then format your card

Outdoor light tip: overcast days are your friend. In harsh midday sun, move people into open shade or put the sun behind them so they aren't squinting.

NOTES: WEATHER PLAN, WHERE THE SUN SETS, SPECIAL MOMENTS

BAPTISM SUNDAY

Baptisms in a service, at a pool, a lake or a river. Talk to every candidate ahead of time.



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BEFORE THE SERVICE

45 TO 60 MIN

- ☐ Sync cameras with the team before you shoot
- ☐ The baptistery or pool set up, lights on
- ☐ Details: robes, towels, certificates, shirts
- ☐ Candidates with family and friends, with their okay
- ☐ Pastors praying with candidates, if they're comfortable
- ☐ Walk your angle. Know where the changing areas are and never shoot toward them.

AFTER THE SERVICE

15 TO 20 MIN

- ☐ Each candidate with family, dry and changed
- ☐ A group photo of everyone baptized
- ☐ Hugs and celebration in the lobby
- ☐ Upload, check every file arrived, then format your card
- ☐ Send each person their photos privately within the week

DURING THE BAPTISMS

20 TO 40 MIN

- ☐ A wide shot of the room as baptisms begin
- ☐ Each candidate stepping into the water
- ☐ **The moment they come up. This is the shot. Stand where you can see their face.**
- ☐ Family and friends cheering, crying and clapping
- ☐ The pastor's face during the moment
- ☐ Testimonies shared on stage, wide and tight
- ☐ The first hug out of the water

FOR YOUR DESIGNERS

EVERY TIME

- ☐ Horizontal and vertical versions of the best moments
- ☐ A wide shot of the church celebrating
- ☐ Water and towel details with no faces

NOTES: CANDIDATE NAMES IN ORDER, WHO'S DOING WHAT, WHERE TO STAND