

Your Company Logo

EVENT CHECKLIST

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| Pre Event |  | Before People Arrive |
| |  |  | | --- | --- | |  | Charged Batteries | |  | Empty/Extra SD Cards | |  | Camera Settings (Raw, Dual Card Saving, etc.) | |  | Document with Event timing and Flow | |  | Transportation to/from venue | |  | Equipment Packed | |  | |  |  | | --- | --- | |  | Action Shots of Room Getting Set | |  | Photograph Entire Room (Different Compositions) | |  | Detail Shots (Tables, Chairs, Centerpieces, Décor, Food) | |  | Understand Lighting for Stage Recognition | |  | Secure Area for Equipment | |

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| Arriving Photographs |  | During Event Photographs |
| |  |  | | --- | --- | |  | Guests Arriving | |  | Staff Passing Food | |  | Cocktail Reception | |  | Attendees Entering Room | |  | Staff Guiding Attendees through Venue | |  | |  |  | | --- | --- | |  | Posed Group/Couples | |  | Speaking on Stage | |  | Entertainment | |  | Full Room with Attendees | |  | Entertainer with Attendees | |

# Notes: