

Your Company Logo

EVENT CHECKLIST

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| Pre Event |  | Before People Arrive |
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|  | 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 |

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|  | 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 |
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|  | Guests Arriving |
|  | Staff Passing Food |
|  | Cocktail Reception |
|  | Attendees Entering Room |
|  | Staff Guiding Attendees through Venue |

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|  | Posed Group/Couples |
|  | Speaking on Stage |
|  | Entertainment |
|  | Full Room with Attendees |
|  | Entertainer with Attendees |

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# Notes: