

Shot List Instructions

If you're requesting a photographer from the Communications Team, please create a **shot list**—a clear guide to what you'd like captured during your event. Think of this as a checklist that helps our team know what matters most to you. The more specific you are, the better we can deliver the photos you need.

Here are some examples of what to include in your shot list:

- **Main Session or Gathering:**
 - Wide shot of the full room
 - Close-up photos of speakers or presenters
 - Audience or crowd reactions
 - People listening, laughing, or taking notes
 - **Team or Group Moments:**
 - Group photos of volunteers, teams, or key people
 - Candid interactions (people connecting, greeting, helping)
 - Behind-the-scenes moments of people serving
 - **Activities or Programming:**
 - Kids or youth participating in games, crafts, or activities
 - Any interactive elements happening during your event
 - **Environment:**
 - People entering or exiting
 - Decor, signage, or branding pieces
 - Table setups, food/drink areas, or registration space
 - **Key Moments:**
 - Special presentations, awards, or announcements
 - People responding or engaging in meaningful ways
 - Any highlight moments you know are important to capture
 - **Details:**
 - Giveaways, printed materials, or merchandise
 - Visual touches like centerpieces, signs, or creative elements
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Tip: If your event has a schedule, you can break your shot list into sections (e.g., "Before it starts," "During session," "After program") to help our team follow along more easily.