

AWARDS AND PRESENTATION PHOTO SHOOT GUIDE

Use this checklist to ensure you're prepared to capture an award ceremony or presentation photo shoot effectively and efficiently.

Conduct a [site survey](#) before and at the same time of day as the event to evaluate the light, background and possible subject positioning.

Attend rehearsals. This will help you plan your shots and help you be in the correct location to capture the shots.

Reach out to the point of contact a day before to verify the event details and ask for the program, if available.

Verify all equipment is working properly ahead of time.

Arrive at the event 15 minutes early to set up all equipment and make adjustments as needed before the event starts.

Present a professional appearance in the proper uniform and be inspection ready.

Be aware of your surroundings and eliminate any distractions.

Use bounce flash whenever possible.