

Purpose : To assist meeting planners with helpful ideas regarding the photographic assignment. Preplanning with our professional photographers will enhance their ability to provide superior photographs.

Check List

A. Audio Visual

1. Candid Motivational Show - The proper candid for this is our specialty. The showing of previous day's activities is a great enthusiasm and camaraderie builder. The hotel's audio-visual department can be of assistance for your production.

B. Small or Large Groups

1. Size - Number of persons require different compositions. Chairs, risers, etc., are important for proper composition.
2. Location - Indoors or outdoors must be decided in advance to prepare proper set-ups.
3. Positioning - If outdoors, the sun's angle must be considered ; if indoors, size of the room must be considered.
4. Logos - Will you have a banner or sign for identification ?
5. Formal or casual - Do you want V.I.P.'s in front row ?

C. Speakers

1. Podiums - Consider height of podium.
2. Logos - A corporate name or logo behind or in front of speaker may enhance image ; shiny,reflective surfaces are not recommended.

D. Portraits

1. Executives - Formal studio lighting or on camera flash ? Background is very important.
2. Couples - Formal studio lighting or on camera flash ? Again, choose a suitable background.
3. Color prints - These represent excellent personal mementos to give each person before they leave. 5x7 and 4x6 prints can be printed on site.

E. Banquets

1. Head tables - Try not to make them too long.
2. Individual tables - If they are too large, some people will have to stand behind others.
3. Casual close-up - May we suggest a photograph of each couple seated at the table

F. Awards Ceremony

1. Type of award - Description of award and quantity to be given.
2. Master of ceremonies - Make sure he is informed as to the positioning our photographer has chosen for the best results.
3. Stage and background - Consider what your background will be. Do you want a logo to show? How many people will be in each photograph?
4. Special or surprise awards - Notify photographer of these events.

G. Entertainment

1. Celebrities - Permission to use flash during performance is suggested.
2. Backgrounds and logos - These should be positioned for the best effect.
3. Audience participation or reaction - Do you want this photographed.

H. Sports

1. Beach Olympics - Group photo of teams. Candid photos are ideal for a slide show.
2. Golf - Posed foursomes, also some action swings.
3. Tennis - Players posed at net or action photos?
4. Fishing - Photographer along on the boat will allow for many interesting photographs.

NOTE: It is very important to let your photographer know the purpose of the assignment and how the photos will be used. His judgment during the actual picture taking will be influenced by this knowledge, enabling him to create the proper images for the job