

COVERING AN EVENT

Make sure you can answer the following questions before attending an event.

Staff procedures

How do I know what I'm supposed to cover?

How often do I have to cover something?

What kinds of things need to be covered?

Does it cost money to get in?

Do I have to go alone?

How do I turn in my photos/stories?

Who do I call with problems?

Reporting

How many people do I need to talk to?

How do I get information from people?

What basic info do I need to get?

What if they are talking too fast?

How do I know when it's ok to talk to someone?

Photographing

How many photos do I need to take?

How many of my photos need captions?

How do I take notes when shooting?

When do I get my camera?

When do I bring it back?

What should be in the bag?

How do I return the camera?

What do I do with the memory cards/photos when I'm done?

Photography checklist

- ☐ Meet and plan which staffer is shooting what. Think about how you will use the photos.
- ☐ Plan photos, angles, techniques.
- ☐ Operate as a team.
- ☐ Prepare the cameras.
- ☐ Bring extra batteries.
- ☐ Bring extra memory cards.