

Media Team Training

Phase 1:

1. Email /Text (Chloe)
2. Phone Call (Chloe)
3. Background Check (Chloe)

Phase 2

1. Training 1.0 (Shadowing a Media Coach/Another Photographer)
2. Training 2.0 (Shooting alone with Media Coach/ Another Photographer in proximity for help.)

Phase 3

1. Schedule Photographer for Weekend Shooting (Preferably 1x a Month or every other month)
2. Schedule Photographer for Special Events Shooting (Mens Night, Easter, Gathering, ATM, Christmas)

Photography Training Overview

Photos

What to get:

- Pictures of people in the lobby, volunteers, communicators, and a few worship photos***
- 80% of photos should be of people in the lobby smiling and interacting / 20% of photos should be worship and message
- We utilize portrait photos over landscape photos - but would love to see a bit of both
- Send them the document of the [Media the Photography Guide](#)

What to avoid:

- Kids tags, Youth Tags
- Only getting worship shots

Editing

- Add a clean edit to the photo, nothing too harsh.
- Black-and-white editing is fine, just try and upload a colored version as well. (Until we get presets made here soon)
- Help by suggesting settings for their camera (Foyer - Low aperture, high shutter speed, and ISO / Worship - Low aperture and ISO, high shutter speed / etc...)

Positioning

Where you're allowed to shoot:

- Foyer (Main area to shoot)
- Down Aisles
- Outside
- Kids Area (Avoid shooting badges/edit out later)
- Youth Area (Avoid shooting badges/edit out later)

Where to stand in the auditorium:

- Side aisles, back of the auditorium,

What not to use/do:

- Using Flash
- Interrupting people during worship (Worship and spiritual moments are more important than getting the shot)
- Standing in the way during the message or Emcee moment
- Taking photos of kid's tags (Or take them out in post-editing)
- Stay Clear of the Green Room unless invited in

Pics.io/Uploading

- How to navigate pics.io
- Send [Pics.io Uploading Guide](#)

- We would love to get 10-20 photos uploaded after the service you shoot/the day of. The rest of your photos can be uploaded later that day or that week

Planning Center

- Get set up on the platform
- Show how to use the platform

Media Tags

- Give them a Media Lanyard
- They CAN NOT shoot without a media lanyard

Serving

- Ask what week of the month they would like to be in rotation.
- See the schedule here: [Media Team Schedule](#)