

Photography Director

1. Excursions

- a. Our first annual excursion is always on the weekend after 1st week!
(Traditionally, we have had it in Santa Monica for the past two years)
- b. Announce excursions at least two weeks prior
 - i. Pass around a sign-up sheet and e-mail members with specific information including date, time, location (address), and transportation [printable sign-up sheet is available on dropbox]
- c. Recommended: Plan a list of excursions at the beginning of each quarter and post the list on the photo tab of our official website as a source of reference for members. (i.e. a calendar/agenda of quarterly events)

2. Photo Shoot Projects

- a. Oversee the submission of photoshoots and ensure that they are being done.
 - i. 2 “high production” photoshoots per quarter
- b. Create submission forms and post it on official website, Facebook, e-mail, etc
- c. Set a deadline for the photographs to be submitted no later than 2 weeks after the photoshoot has been completed.
- d. Collect the photographs to be shown at meeting.

3. Workshops

- a. Work alongside the Film Director in designing workshops that cater to both film and photo.
 - b. Fall Quarter: workshops may apply to beginner/med-experience
 - i. example: “Camera Settings 101”, “Intro To Photoshop”, etc.
 - c. Winter Quarter: workshops may be more focused on med/advanced photographers
 - i. example: “How to mat prints”, “Photo Shoot Production”, etc.
 - d. Spring Quarter: workshops may be more innovative, fun & creative
 - i. example: “Time-lapse”, “Stop-Motion”, etc.
- *Remember: If you do a Powerpoint presentation, be sure to bring the correct adaptor for the projector. You must rent out the projector separately from Powell library.

4. General Meeting

- a. Download all photos to be shown at general meeting
- b. Create slides for the photography portion of general meeting and send in to the president at least 1 day before general meeting.

5. Model Mayhem [for casting]

- a. Create and manage a Model Mayhem account to be used for casting for photoshoots.
- b. Share log in information to the FPS Passwords doc

6. Coordinating Photo galleries

- a. Mats

- i. Michaels or www.redimat.com (for bulk orders)
 - b. Prints
 - c. Photo galleries are possible every quarter (the last quarter will be free for members for the end of the year Gallery & Screening Night).
 - i. Galleries:
 - 1. Kerckhoff Gallery
 - 2. Northern Lights Cafe
 - 3. Kerckhoff Grand Salon
- 7. Managing the club's Instagram
- 8. Creating Photo Challenges!
 - a. Give members a prompt for them to tackle every two weeks
 - b. At the end of the quarter, a raffle is done for prizes for those who have participated in the challenges
 - c. Plan out what the prizes will be-- the very last raffle at the end of the year is the biggest!