

Photography Workflow

Online Class



By: Logan & Jackie

Preparing & Arriving

Step 1:

Put your name on the schedule for your photoshoot in advance. The sooner you schedule the event the better so your photo editor can assign you a camera.

Step 2:

On the day of the shoot, make sure you have a camera bag packed before you go. Sign out the lens and camera body assigned to you through basecamp, your SD card and multiple batteries. Check the equipment works before putting it in the bag.

Step 3:

Arrive at the designated shoot location early and adjust to possible obstacles such as lighting and room access. Shoot all aspects of the event. Look for the action.



Returning & Uploading

Step 4:

Upon returning usually the next day, unpack your bag and boot up your computer. Go through your photos, deleting the unnecessary ones.

Step 5:

After you have a maximum of 80 photos left, upload them to NAUSER and IMMEDIATELY batch rename them. And then check throughout the week for an assigned gallery or required photo.

Step 6:

Select the required number of photos, ensuring they are the best quality and show all aspects of the event. (remember to exclude repeat people). Crop and color correct the select photos.

Writing A Caption

Step 1: Lead In

One or two words that set the mood of the photo that comes after. It can be a play on words, a reference, or describing something happening in the photo. Written in all caps.

Step 2: Action Sentence

Literally what is happening in the photo. Include the 5Ws & H. Mention each person by grade and name that are the main subject up to five people. Include the year and the name of the school.

Step 3: Background Sentence

Some information that can't be easily seen or understood by looking at the photo. It could be historical, statistics, actions/reactions that happened at the event, or anything else related to the action in the photo.

Step 4: Quotes

All photos need one from a person in the photo about that moment in the photo. Avoid quotes that are generic, fact-filled, or are otherwise boring.

Send It Off For Edits

Embrace The Critique:

After all is complete, send the photos and captions off to the respective editor. IF the editor has any critique on photo quality or wording, ask why? To improve you have to struggle. Once the editor approves your gallery, it's off for publication!