**INSTRUCTIONS FOR PHOTOGRAPHY**

**CENTRAL ALABAMA EMMAUS**

**Revised 2016**

Plan to arrive on Thursday morning to take photographs when sunlight is sufficient (usually by 10:30 AM). Arrive early to set up and check out equipment. Take several photos by bracketing (taking photos at different f-stops) to ensure that you get the best possible exposure. You will need a hood to help with sun glare.

If you take the Big Group photo at the outdoor chapel on the stage, you will need to get with logistics to have them bring 18-20 chairs to set up on the stage. Pilgrims will be grouped by table when they arrive. Arrange everyone by the group setup guide as much as possible taking into consideration that some may not be able to kneel or sit on the state. Adjust as needed to get all faces visible. If you take the Group Photo with the Pilgrims looking at the lake, have the first two rows seated, the third standing, the fourth standing but offset so that faces are visible between those on the third row. The fifth row can stand on the seats behind the fourth row. Have everyone remove hats and sunglasses so all faces are visible and not shadowed. Have an ALD get five note pads for you, write the row number at the top and have the pilgrims write their names in the order that they are sitting. Make sure you have them PRINT LEGIBLY and that they pass the pads from your left to your right (which is their right to their left).

Take the small group photos on the stage. Arrange subjects so that the sun is on their faces without blinding them. Take small group photos in the following order so that Clergy and LDs can move back to the conference room to get ready for the pilgrims.

All photos are centered around the Lay Director

First: Clergy

Second: ALDs

Third: Media/Music/Board Rep

Last: Table Groups

You will need a copy of the 8 x 10 group photo and a copy of the 5 x 7 individual table photos for each person in the group photo. Each person gets a group photo plus an individual photo of their table plus 1 for the historian with the list of names. The photographer usually adds the Logo, walk information, Lay and Spiritual Directors’ names to the large photo for printing.  When you receive the photos, separate the small group photos and label with a post it note table name. Remove the receipt and submit to the board member along with your work area sign in sheet. Deliver the Pictures to the Agape room no later than Friday Evening so they can get the pilgrim packets put together.

Please send a plain digital copy of the group photo for the Newsletter to Kris Johnson at johnson.kristijo@gmail.com so it can get into the next Walk’s Newsletter.

Remember to fill out a chair person form so the community has a record of your service.

Go on the web-site [www.caew.org](http://www.caew.org) under the tab CAEW Info and click on the Reimbursement Form. Fill it out and send it to the Treasurer or you can take the photos to **Kemp & Son’s Printing 2301 Enterprise Drive # A, Opelika, AL 36801**.  If you choose to have the prints made at Kemp and Sons, you can email the digital copies and the number of prints requested to printing@kempandsons.com. Follow up with a phone call to confirm receipt and to arrange pickup time.  **We have an account with them, so just tell them to bill to Central Alabama Emmaus Community.**

**Thank you for your service for Him today!**