

INSTRUCTIONS FOR PHOTOGRAPHY

CENTRAL ALABAMA CHRYSALIS

Plan to arrive on Friday morning to take photographs when sunlight is sufficient (usually by 10:00 AM). Arrive early to set up and check out equipment. **The schedule calls for pictures to be taken at 10:25 am.** 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. **Please discuss with Lay Director at one of the team meetings about location for photographs.** Photos should be delivered to Agape by Noon on Saturday. Printing of photos: You can print yourself at Walgreens, etc. and submit reimbursement form, donate as AGAPE for flight OR you can use printing service where we (Emmaus) has an account setup and charge photos (Be sure to note CAC Flight #) on invoice and make note for Board Rep in manual.

Kemp & Sons Printing, 2301 Enterprise Dr., Opelika, AL Phone # 334-705-5888

Coordinate with logistics on location of photograph to arrange for seating to be set up.

Arrange everyone as much as possible taking into consideration that some may not be able to kneel. Adjust as needed to get all faces visible. 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 caterpillars write their names in the order that they are sitting/standing. 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).

Photos to be taken include:

- Large Group Picture
- Individual Table Pictures
- Clergy with Lay Director
- ALDs with Lay Director
- Media/Music/Board Rep/Conference Logistics with Lay Director

All photos are centered around the Lay Director first, Clergy second, ALDs third, Media/Music/Board Rep next, and Table Groups last.

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

Thank you for your service for Him today!