XPOSRE MEDIA

Event photography shot list

Corporate events and conferences · fill it in and send it to your photographer

EVENT _____ DATE(S) _____

VENUE AND ROOMS _____ YOUR CONTACT ON THE DAY (NAME, MOBILE) _____

THE SHOT LIST, PART BY PART

Tick the parts your event has. Add times, rooms and anything specific in the last two columns.

	PART OF THE EVENT	SHOTS TO ASK FOR	TIME AND ROOM	NOTES
☐	**Before doors**	Empty ballroom and breakout set-ups, stage and screens, signage, registration desk, branded details		
☐	**Arrival and registration**	Attendees checking in, badge pickup, first greetings, the welcome sign		
☐	**Keynotes and general sessions**	Each speaker, wide shots of the full room, the audience listening and reacting, hosts and introductions		
☐	**Breakouts and panels**	Each panel together and each panelist speaking, audience questions, the session sign at the door		
☐	**Exhibit hall and sponsors**	Busy booths, demos and conversations, sponsor logos in context, branded stations		
☐	**Networking, breaks and meals**	Small groups talking, coffee and lunch, natural laughter, badges visible where your privacy policy allows		
☐	**Awards and stage moments**	The announcement, the walk to the stage, the handover, the honoree's reaction, the posed photo after		
☐	**Receptions and evening events**	The room at its fullest, toasts, entertainment, guests together		
☐	**Group photos**	Board, staff, speakers or award winners together, at a set time and place		

MUST-HAVE MOMENTS

Moments that happen once: keynotes, award handovers, a CEO's welcome. Send the updated run of show when times move.

MOMENT	TIME	ROOM	WHO MUST BE IN IT

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Brief for your photographer

Everything else they need to get the shots · keep it to this page

THE BRIEF

Goal and uses. What the event is for, and where the photos will go: recap, website, sponsors, press, internal news. Vertical photos for social media?

Run of show. Attach the latest version. Version or date:

Key people. Names and roles (attach a photo of each), and who on your team can point them out.

Sponsors. Each sponsor and the photos their package promised. Folder per sponsor?

Group photos. Who is in each one, when and where, and who gathers the group.

Rules. Sessions not to photograph, how opted-out attendees are marked, venue filming rules.

Access. Credentials, arrival time, where to set down gear, the AV contact.

Delivery. When you need the photos, and how you want them organized (by day, by session, by sponsor).

SPEAKER NOTE · FORWARD TO EVERYONE GOING ON STAGE

- **Talk to the room, not your notes.** Heads up and open gestures make the best speaker photos.
- **Step out from behind the podium if the stage and microphones allow.** A lectern hides most of a speaker.
- **Use the stage, where the setup allows.** Moving toward each side gives the photographer different angles and backgrounds.
- **For awards and handshakes, pause and look at the camera** for a second before walking off.
- **Expect a photographer near the stage.** They'll move quietly between the front and the sides, so there's no need to look for them.