**(EVENT NAME)** GENERAL INFORMATION

**Primary Contact:** **Joe Smith**  |  **P:** **(012) 345-6789** | **E:**  **name@domain.com**

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| **G E A R** |

**MINUMUM PHOTO GEAR REQUIREMENTS OPTIONAL SECONDARY GEAR**

* Primary and backup DSLR cameras (Canon or Nikon preferred)
* Long lens between 70-200mm 2.8 glass
* Short lens between 15mm-105mm for portraits/auto-camera
* External flash or strobe for portraits (if necessary)
* Minimum of 32 GB available memory
* Backup batteries for both cameras and external flash
* Weather protection for gear and self
* Auto-camera and rig
* Video camera and rig
* 8' A-frame ladder (for video/auto-camera)
* Camera clamps with ball head (for video/auto-camera)
* Extra CF/SD cards
* Extra lenses
* Laptop + internet solution for remote uploading

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| **L O C A T I O N S, D A T E S, A N D T I M E S** |

EVENT LOCATION: Big Event Venue **1234 Some Street,** **Sometown, Texas 12345**

EVENT DATE: **January 1, 2020**

CALL TIME: **7AM CST**

START TIME: **8AM CST (5K) 9AM (10K)**

FIRST FINISHER: **~8:13AM (5K) ~9:30 (10K)**

LAST FINISHER: **12PM**

GOOGLE MAPS PIN DROP: **https://www.google.com/maps/place/33%C2%B007'54.8%22N+96%C2%B056'02.3%22W/@33.1319,-96.9361627,17z/data=!3m1!4b1!4m14!1m7!3m6!1s0x864070360b823249:0x16eb1c8f1808de3c!2sTexas!3b1!8m2!3d31.9685988!4d-99.9018131!3m5!1s0x0:0x0!7e2!8m2!3d33.1319003!4d-96.933974**

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| **B E S T P R A C T I C E S** |

* Follow the applicable framing guidelines outlined in the Image Samples section in page 2
* Set up Video and Auto-cameras with race clock in the frame
* Ensure bib number is visible in photos
* **Begin photo upload/deliver photos** within two hours of LAST FINISHER
* For auto-cameras, position an a-frame ladder 15-20 yards from the timing line

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| **C A M E R A S E T T I N G S R E Q U I R E M E N T S** |

**ALL PHOTO CAMERAS:**

ASPECT RATIO: 4:6/2:3

IMAGE SIZE: ≥ 2000px X 3000px

FILE SIZE: 1-2MB

AUTO-ROTATE: ON (if applicable)

IMAGE FORMAT: JPEG (do not shoot in RAW)

**AUTO CAMERAS:**

INTERVAL SETTING: ON, 1 frame per second (00:00:01)

APERTURE: 8.0+, depending on light + minimum 250fps

AUTO-FOCUS: OFF once focus has been set on a subject on the timing line

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| **I M A G E S A M P L E S** |

