EVENT PHOTOGRAPHY HANDOFF / 01

MAP EVENT A AND COVERAGE BLOCKS

Use neutral labels. Keep names, contacts, private schedules, access codes and guest lists outside.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event A / event type and public-facing purpose

Block A / coverage window label

Block B / coverage window label

Transition or travel handoff / high-level note

Participant Group A / role label only

Organizer and venue contact roles / no identities

Preparation only. Not photography, lighting, safety, privacy, consent, release, copyright, licensing, publicity, venue, contract, insurance, records-management or legal advice. Keep identities, private schedules, access details, guest lists and sensitive images out.

EVENT PHOTOGRAPHY HANDOFF / 02

DEFINE PRIORITIES, ACCESS AND DELIVERY

Describe the handoff, not a guaranteed shot or legal conclusion. Route permission questions to the responsible party.

Priority Moment A / importance and acceptable alternate

Priority Moment B / importance and acceptable alternate

Venue access or restricted-area question / responsible party

Organizer, venue and photographer handoff ownership

Editing, selection, preview and final-set assumptions

File formats, gallery or transfer, naming and retention handoff

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EVENT PHOTOGRAPHY HANDOFF / 03

CHECK PROPOSAL READINESS

Tick what is organized. These checks do not grant access, permission, consent, ownership or usage rights.

- [ ] Every photographer receives the same Event A brief
- [ ] Private identities, schedules and access details stay out
- [ ] Coverage blocks and transitions are labeled
- [ ] Priority moments include acceptable alternates
- [ ] Access and permission questions have an owner
- [ ] Organizer, venue and photographer handoffs are written
- [ ] Editing and delivery sets are defined
- [ ] Usage terms and final file handoff are located

Open coverage-block or transition question

Unassigned access, permission or organizer handoff

Missing editing, delivery, correction or retention detail

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EVENT PHOTOGRAPHY HANDOFF / 04

QUESTIONS FOR THE EVENT PHOTOGRAPHER

Record the answer and where it appears in the proposal, agreement or delivery plan.

Coverage: blocks, transitions and photographer handoffs?

Priorities: moments, groupings and acceptable alternates?

Access: who confirms venue and participant questions?

Team: capture roles, footprint, breaks and backup assumptions?

Delivery: selection, editing, preview, final sets and formats?

Terms: image use, corrections, gallery and file retention?

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EVENT PHOTOGRAPHY HANDOFF / 05

COMPARE THE SAME EVENT A BRIEF

Use Photographer A and B. Clarify unlike coverage or delivery assumptions before comparing proposals.

Photographer A / B / proposal dates / shared Event A brief

Coverage blocks, transitions and priority assumptions - A / B

Access, organizer, venue and participant-question handoffs - A / B

Editing, delivery, usage terms, exclusions and retention - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Photographer request. Share the same non-sensitive Event A brief so participating pros can compete with proposals. Compare coverage blocks, priority assumptions, access handoffs, editing, delivery, image-use terms, exclusions and fit. A private organizer, venue and photographer planning conversation may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private organizer, venue and photographer planning conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/photographer/event-photography

U.S. Copyright Office: What Photographers Should Know about Copyright (official reference)

National Archives: Digitizing Family Papers and Photographs (official reference)

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