

INDOOR SETUP: SCHOOL

SETUP CAN BE UTILIZED WITH EITHER A CHROMA-KEY OR A NON-CHROMA-KEY BACKGROUND

HAIR LIGHT

- Mounted to Background Cross Bar OR Light Stand Behind Background
- 7" Reflector with Diffusion Sock(s)
- Light Angled Down and Pointed Towards Subject
- Metered at: F/4
- May Need MULTIPLE Diffusion Socks to attain F/4 Reading

FLOOR MAT

- Use of Floor Mat is Optional
- Size of Floor Mat: 3' x 15'
- Shows Exact Placement of:
 - Background
 - Subject
 - Camera
 - Light

BACKGROUND

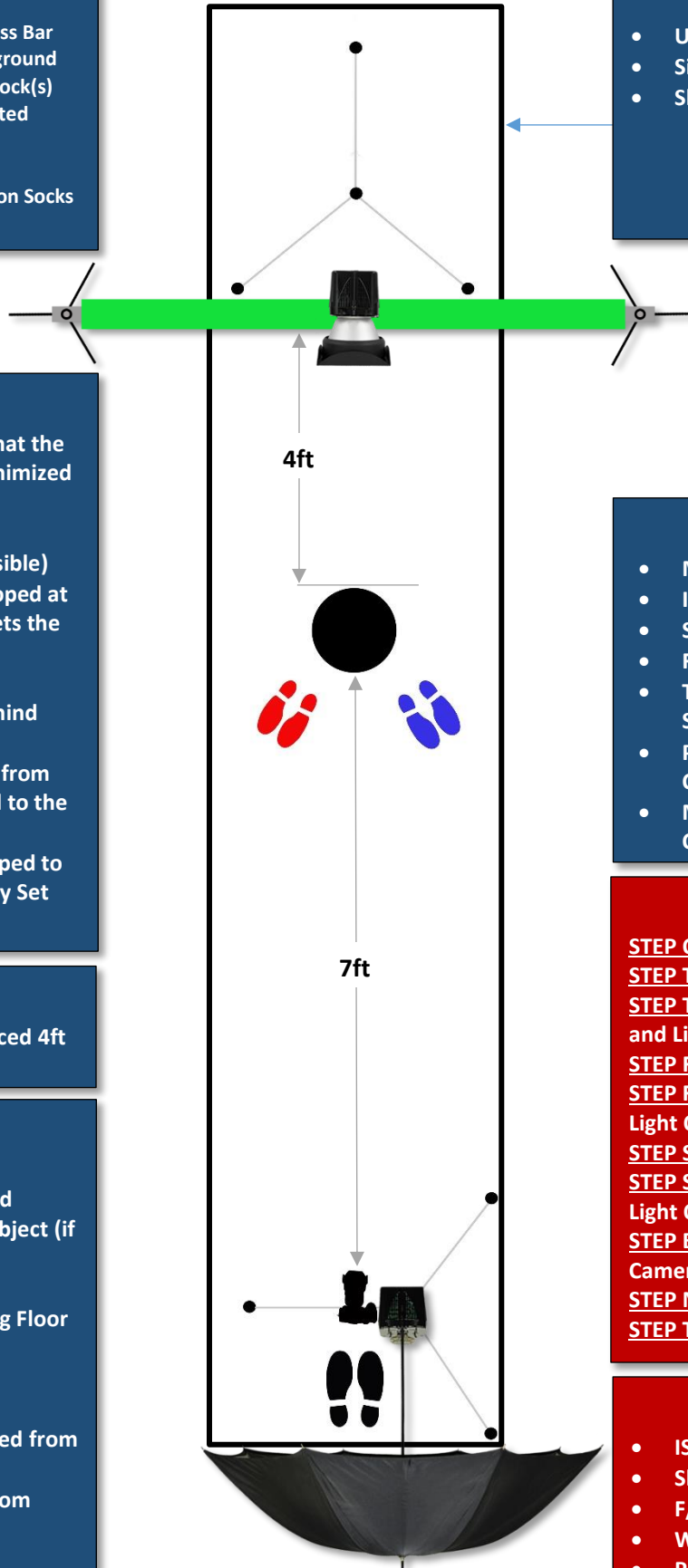
- Position Background so that the View of the Subject is Minimized to Incoming Students
- Raise Background to Approximately 7ft (if Possible)
- Background Should be Sloped at the Bottom Where it Meets the Floor
- Bring Excess Background Material Onto Floor - Behind Subject Position
- Slack Should be removed from Background then Clipped to the Background Cross Bar
- Background Should be Taped to the Floor Once Completely Set Up (Chroma-Key)

SUBJECT

- Heels/Back of Subject Placed 4ft from Background

MAIN LIGHT

- Placed Directly Beside Camera/Photographer and Angled Down Towards Subject (if Using Floor Mat)
- Placed Directly Behind Photographer if NOT Using Floor Mat
- Minimum 60" (5ft) White Umbrella
- Reflector/Spill Kill Removed from Light
- Bottom of Umbrella 5ft from Floor
- Light Metered at: F/8



LIGHT METER

- Mode: Flash
- ISO: 400
- Shutter Speed: 125
- F/Stop: F/8
- Take Meter Reading from Subject Chin Position
- Point Light Meter Towards Camera Position
- Make Sure White Dome is NOT Covered

SETUP

- STEP ONE:** Lay Out Floor Mat (Optional)
- STEP TWO:** Set up Background
- STEP THREE:** Mark Subject, Camera and Light Positions (If Not Using Mat)
- STEP FOUR:** Set Up Main Light
- STEP FIVE:** Meter Main Light (Hair Light Off)
- STEP SIX:** Set Up/Mount Hair Light
- STEP SEVEN:** Meter Hair Light (Main Light Off)
- STEP EIGHT:** Set Up Tripod and Camera
- STEP NINE:** Confirm Camera Settings
- STEP TEN:** Take Test Shot

CAMERA SETTINGS

- ISO: 400
- Shutter Speed: 125
- F/Stop: F/8
- White Balance: Flash
- Photographer: 7ft from Subject

School Setup Checklist – 2017A

Case Inventory

Camera	<input type="checkbox"/> D7200 Camera Body (Or Equivalent Camera)
	<input type="checkbox"/> 18-105mm Lens
	<input type="checkbox"/> Lens Hood
	<input type="checkbox"/> 2 Genuine Nikon Camera Batteries - Charged
	<input type="checkbox"/> Camera Battery Charger
Lighting	<input type="checkbox"/> 2 Heavy Duty Light Stands
	<input type="checkbox"/> 2 Alien Bee B800's/Einstein's
	<input type="checkbox"/> 2 Power Cords - Short
	<input type="checkbox"/> Studio Lights Tested
	<input type="checkbox"/> 2 ¼" Stereo Sync Cords
	<input type="checkbox"/> 2 Hot Shoe Adapters
	<input type="checkbox"/> 2 CyberSync Transmitters
	<input type="checkbox"/> 2 CyberSync Receivers
	<input type="checkbox"/> 2 CyberSync Sync Cords – Miniature to ¼"
	<input type="checkbox"/> 7" Silver Reflector (for Back Light)
	<input type="checkbox"/> 2 Diffusion Socks (for Back Light)
	<input type="checkbox"/> 60" White Umbrella (for Main Light)
	<input type="checkbox"/> Light Meter – Battery Checked
	<input type="checkbox"/> 2 Power Strips & Extension Cords
	<input type="checkbox"/> Vagabond Power Pack – Charged (Optional)
	<input type="checkbox"/> Super Clamp for Back Light (Optional)
Tablet Kit	<input type="checkbox"/> PhotoMatch Tablet - Charged
	<input type="checkbox"/> Keyboard
	<input type="checkbox"/> Power Cord
	<input type="checkbox"/> Tablet Bracket to Mount on Stand
	<input type="checkbox"/> (2) D7100/7200 Camera USB Cables
	<input type="checkbox"/> Double USB Adapter
	<input type="checkbox"/> 2 Scanners
	<input type="checkbox"/> Hot Spot Router
	<input type="checkbox"/>
Background & Misc.	<input type="checkbox"/> 2 Memory Cards
	<input type="checkbox"/> Memory Card Envelopes
	<input type="checkbox"/> Zippered Card Pouch
	<input type="checkbox"/> Tape Measure
	<input type="checkbox"/> Gaffer Tape
	<input type="checkbox"/> Hoodman Viewer
	<input type="checkbox"/> Stool
	<input type="checkbox"/> Photo Props
	<input type="checkbox"/> BU Sequence Cards, Stringer, Pens
	<input type="checkbox"/> Registration Tablets – Charged (Optional)
	<input type="checkbox"/> 9x10 (minimum) Chroma-Key Green Background
	<input type="checkbox"/> 9x10 (minimum) Chroma-Key Blue Background
	<input type="checkbox"/> Background Stands & Crossbar Poles
	<input type="checkbox"/> Background Clips

Setup & Settings

Setup & Settings	<input type="checkbox"/> Lay out Floor Mat (Optional)
	<input type="checkbox"/> Setup Background so Subject Exposure is Minimized
	<input type="checkbox"/> Mark Spot for Subject at 4ft from Background
	<input type="checkbox"/> Tape Down Feet Marks – One Set on Each Side
	<input type="checkbox"/> Mark Spot for Camera at 7ft from Subject
	<input type="checkbox"/> No Mat - Main Light Directly Behind Photographer
	<input type="checkbox"/> With Mat – Main Light Directly Beside Photographer
	<input type="checkbox"/> Setup Main Light w/ 60" Umbrella (No Reflector)
	<input type="checkbox"/> Bottom of Umbrella 5ft from Floor
	<input type="checkbox"/> Point Light/Umbrella Towards Subject Position
	<input type="checkbox"/> Power Up Studio Light (AC Power or Vagabond)
	<input type="checkbox"/> Modeling Light/Bulb is OFF (If Using Vagabond)
	<input type="checkbox"/> Set Light Meter to: "Flash", ISO 400, Shutter 125
	<input type="checkbox"/> Stand in Subject Position to Take Meter Reading
	<input type="checkbox"/> Point Light Meter Towards Camera/Light Position
	<input type="checkbox"/> Hit "Reset" Button on Meter and Take Reading
	<input type="checkbox"/> Adjust Power Setting of Light Until F/8 is Achieved
	<input type="checkbox"/> Set Up/Mount Hair Light on Light Stand
	<input type="checkbox"/> Super Clamp can Also be Used to Mount Light
	<input type="checkbox"/> Mount Silver Reflector with Diffusion Socks to Light
	<input type="checkbox"/> Position Light so it is Above Background
	<input type="checkbox"/> Point Light Towards Subject Position
	<input type="checkbox"/> Set Light Meter to: "Flash", ISO 400, Shutter 125
	<input type="checkbox"/> Stand in Subject Position to Take Meter Reading
	<input type="checkbox"/> Point Light Meter Towards Hair Light
	<input type="checkbox"/> Hit "Reset" Button on Meter and Take Reading
	<input type="checkbox"/> Adjust Power Setting of Light Until F/4 is Achieved
	<input type="checkbox"/> Setup Tripod with Camera at 7ft from Subject
	<input type="checkbox"/> Verify Camera Settings:
	<input type="checkbox"/> Camera Shutter Speed: 1/125th
	<input type="checkbox"/> Camera ISO: 400
	<input type="checkbox"/> Camera Aperture (f/stop): F/8
	<input type="checkbox"/> Camera Shooting Mode: M (Manual)
	<input type="checkbox"/> Camera Image Size: M (Medium)
	<input type="checkbox"/> Camera Image Quality: Basic
<input type="checkbox"/> Camera White Balance: Flash	
<input type="checkbox"/> Camera Shutter Release Mode: S (Single)	
<input type="checkbox"/> Camera Body Focus Mode: AF	
<input type="checkbox"/> Lens Focus Mode: A or MA (NOT M)	
<input type="checkbox"/> Camera Focus Mode: AF-S (Single)	
<input type="checkbox"/> Camera Auto Focus Points Area Mode: Auto	
<input type="checkbox"/> Camera Image Review Settings: Focus Points On	
<input type="checkbox"/> Camera Review Mode: Focus Points Screen	
<input type="checkbox"/> Front of Lens Clean & Lens Hood Properly Seated	
<input type="checkbox"/> Mount CyberSync Transmitter on Camera	
<input type="checkbox"/> Take Test Shot – Confirm Proper Exposure	
<input type="checkbox"/> Set Up Hot Spot & Tablet	
<input type="checkbox"/> Verify Tablet is Working Properly	