

# Head Shot Setup Checklist – 2017A

## Case Inventory

<b>Camera</b>	<input type="checkbox"/> (2) D7200 Camera Body (Or Equivalent - 1 as Spare)
	<input type="checkbox"/> 18-105mm Lens
	<input type="checkbox"/> Lens Hood
	<input type="checkbox"/> (2) Genuine Nikon Camera Batteries—Charged (1 as Spare)
	<input type="checkbox"/> Camera Battery Charger
<b>Lighting</b>	<input type="checkbox"/> (2) Heavy Duty Light Stands (Main Lights)
	<input type="checkbox"/> (1) Small Light Stand (Back Light)
	<input type="checkbox"/> (4) Alien Bee B800's/Einstein's (1 as Spare)
	<input type="checkbox"/> (3) Power Cords for Lights
	<input type="checkbox"/> Studio Lights Tested
	<input type="checkbox"/> (2) 1/8 Inch Sync Cords (as Backup)
	<input type="checkbox"/> (2) Hot Shoe Adapters (1 as Spare)
	<input type="checkbox"/> (2) CyberSync Transmitters (1 as Spare)
	<input type="checkbox"/> (4) CyberSync Receivers (1 as Spare)
	<input type="checkbox"/> (2) CyberSync Sync Cords – Miniature to 1/8th"
	<input type="checkbox"/> (2) 18 Inch Silver Reflectors
	<input type="checkbox"/> (2) White Diffusion Socks for 18 Inch Reflectors
	<input type="checkbox"/> (1) 7 Inch Silver Reflector
	<input type="checkbox"/> Light Meter – Battery Checked
	<input type="checkbox"/> (2) Power Strips & Extension Cords
<input type="checkbox"/> (3) Vagabond Power Packs – Charged (Optional)	
<b>Tablet Kit</b>	<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 (1 as Spare)
	<input type="checkbox"/> Double USB Adapter
	<input type="checkbox"/> 2 Scanners (1 as Spare)
	<input type="checkbox"/> Hot Spot Router
	<input type="checkbox"/>
<input type="checkbox"/>	
<b>Background, Misc</b>	<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"/> Stool
	<input type="checkbox"/> Sequence Cards, Stringer, Pens (as Backup)
	<input type="checkbox"/> Registration/Ordering Tablets – Charged
	<input type="checkbox"/> 9x10 White Seamless Background
	<input type="checkbox"/> Background Stands & Cross Bars
	<input type="checkbox"/> Background Clips
	<input type="checkbox"/>

## Setup & Settings

<b>Setup &amp; Settings</b>	<input type="checkbox"/> Set up Background so Subject Exposure is Minimized
	<input type="checkbox"/> Mark Spot for Subject at 7ft from Background
	<input type="checkbox"/> Mark Spot for Main Lights at 4ft from Subject
	<input type="checkbox"/> Mark Spots for Back Light at 6ft from Background
	<input type="checkbox"/> Set up Main Light with 18" Silver Reflector (with Diffusor)
	<input type="checkbox"/> Lights Raised to Height of Subjects Face
	<input type="checkbox"/> Point Both Lights Towards Subject Position
	<input type="checkbox"/> Check Power for Both Lights
	<input type="checkbox"/> Modeling Light/Bulb is OFF
	<input type="checkbox"/> Set Light Meter to: "Flash", ISO 200, Shutter 125
	<input type="checkbox"/> Sit on Stool in Subject Position for Meter Reading
	<input type="checkbox"/> Turn Main Light 1 On (Main Light 2 Turned Off)
	<input type="checkbox"/> Point Light Meter Towards Main Light 1-Take Reading
	<input type="checkbox"/> Adjust Power Setting of Light Until <b>F/8</b> is Achieved
	<input type="checkbox"/> Turn OFF Main Light 1 & Turn ON Main Light 2
	<input type="checkbox"/> Point Light Meter Towards Main Light 2-Take Reading
	<input type="checkbox"/> Adjust Power Setting of Light Until <b>F/8</b> is Achieved
	<input type="checkbox"/> Turn Main Light 1 Back On
	<input type="checkbox"/> Sit in Subject Position and Take Combined Reading
	<input type="checkbox"/> Camera F/Stop will be Set to Combined Reading
	<input type="checkbox"/> Turn BOTH Main Lights OFF
	<input type="checkbox"/> Set up Back Light on Small Light Stand
	<input type="checkbox"/> Point Back Light Towards Middle of Background
	<input type="checkbox"/> Stand Close to Middle of Background
	<input type="checkbox"/> Hold Light Meter in Middle of Background
	<input type="checkbox"/> Point Light Meter Towards Camera Position
	<input type="checkbox"/> Take Meter Reading
	<input type="checkbox"/> Adjust Power Setting of Light Until F/16 is Achieved
	<input type="checkbox"/> Turn Both Main Lights Back On
	<input type="checkbox"/> Set Up Tripod & Camera
	<input type="checkbox"/> <b>Verify Camera Settings:</b>
	<input type="checkbox"/> Camera Shutter Speed: <b>1/125</b>
	<input type="checkbox"/> Camera ISO: <b>200</b>
<input type="checkbox"/> Camera F/Stop: F/8	
<input type="checkbox"/> Camera Shooting Mode: <b>M (Manual)</b>	
<input type="checkbox"/> Camera Image Size: <b>M (Medium)</b>	
<input type="checkbox"/> Camera Image Quality: <b>Basic</b>	
<input type="checkbox"/> Camera White Balance: <b>Flash</b>	
<input type="checkbox"/> Front of Lens Clean & Lens Hood Properly Seated	
<input type="checkbox"/> Mount CyberSync Transmitter on Camera	
<input type="checkbox"/> <b>Take Test Shot – Confirm Proper Exposure</b>	
<input type="checkbox"/> <b>Set Up Hot Spot &amp; Tablet</b>	
<input type="checkbox"/> <b>Verify Tablet is Working Properly</b>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	