High-Key Setup Checklist – 2017A

Case Inventory

Camera
- ☐ D7200 Camera Body (Or Equivalent Camera)
- ☐ 18-105mm Lens
- ☐ Lens Hood
- ☐ 2 Genuine Nikon Camera Batteries - Charged
- ☐ Camera Battery Charger

Lighting
- ☐ 1 Heavy Duty Light Stand (Main Light)
- ☐ 2 Small Light Stands (Back Lights)
- ☐ 3 Alien Bee B800's/Einstein's
- ☐ 3 Power Cords - Short
- ☐ Studio Lights Tested
- ☐ 2 ¼" Stereo Sync Cords
- ☐ 2 Hot Shoe Adapters
- ☐ 2 CyberSync Transmitters
- ☐ 3 CyberSync Receivers
- ☐ 2 CyberSync Sync Cords – Miniature to ¼"
- ☐ (1) 60" White Umbrella
- ☐ 2 LiteMod MainFrames
- ☐ 2 LiteMod Barn Doors
- ☐ Light Meter – Battery Checked
- ☐ 2 Power Strips & Extension Cords
- ☐ 3 Vagabond Power Packs – Charged (Optional)

Tablet Kit
- ☐ PhotoMatch Tablet - Charged
- ☐ Keyboard
- ☐ Power Cord
- ☐ Tablet Bracket to Mount on Stand
- ☐ (2) D7100/7200 Camera USB Cables
- ☐ Double USB Adapter
- ☐ 2 Scanners
- ☐ Hot Spot Router
- ☐
- ☐

Background, Floor, Misc
- ☐ 2 Memory Cards
- ☐ Memory Card Envelopes
- ☐ Zippered Card Pouch
- ☐ Tape Measure
- ☐ Gaffer Tape
- ☐ White Electrical
- ☐ Stool
- ☐ Photo Props
- ☐ BU Sequence Cards, Stringer, Pens
- ☐ Registration/Ordering Tablets – Charged
- ☐ 9x10 (Minimum) White Seamless Background
- ☐ Background Stands & Cross Bars
- ☐ (2) 4x8 Sheets of Whiteboard/Masonite Cut to Specification
- ☐ Background Clips

Setup & Settings

Setup & Settings
- ☐ Setup Background so Subject Exposure is Minimized
- ☐ Tape Bottom of Background to Floor
- ☐ Assemble Floor Piece (See Cheat Card)
- ☐ Tape Floor Seams with White Tape
- ☐ Tape Perimeter of Floor Once Assembled
- ☐ Mark Spot for Subject at 5ft from Background
- ☐ Mark Spot for Main Light at 9ft from Subject
- ☐ Mark Spots for Back Lights at 4ft from Background
- ☐ Mark Spot for Camera at 9ft from Subject
- ☐ Setup Main Light with 60" White Umbrella (No Reflector)
- ☐ Bottom of Umbrella 5ft from Floor
- ☐ Point Light/Umbrella Towards Subject Position
- ☐ Power up Studio Light (AC Power or Vagabond)
- ☐ Modeling Light/Bulb is OFF (If Using Vagabond)
- ☐ Set Light Meter to: "Flash", ISO 400, Shutter 125
- ☐ Stand in Subject Position to Take Meter Reading
- ☐ Point Light Meter at Main Light & Take Reading
- ☐ Adjust Power Setting of Light Until F/8 is Achieved
- ☐ Set Up Back Lights on Small Light Stands
- ☐ Attach LiteMod MainFrames and Barn Doors
- ☐ Configure Barn Doors to Specs (See Cheat Card)
- ☐ Point Back Lights Towards Middle of Background
- ☐ Turn Off Main Light
- ☐ Meter Back Lights Individually (One Off/One On)
- ☐ Set Light Meter to: "Flash", ISO 400, Shutter 125
- ☐ Hold Light Meter in Middle of Background
- ☐ Point Light Meter towards Camera and Take Reading
- ☐ Adjust Power Output of Flash Until F/11 is Achieved
- ☐ Repeat Process for Opposite Back Light
- ☐ Take Overall Back Light Reading (F/16 Combined)
- ☐ Turn Main Light Back On
- ☐ Set Up Tripod & Camera at 9ft from Subject
- ☐ **Verify Camera Settings:**
- ☐ Camera Shutter Speed: **1/125th**
- ☐ Camera ISO: **400**
- ☐ Camera Aperture (f/stop): **F/8**
- ☐ Camera Shooting Mode: M (Manual)
- ☐ Camera Image Size: M (Medium)
- ☐ Camera Image Quality: Basic
- ☐ Camera White Balance: Flash
- ☐ Front of Lens Clean & Lens Hood Properly Seated
- ☐ Mount CyberSync Transmitter on Camera
- ☐ **Take Test Shot – Confirm Proper Exposure**
- ☐ Set Up Hot Spot & Tablet
- ☐ Verify Tablet is Working Properly