Group 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
	☐ 2 Alien Bee B800's/Einstein's
	☐ 2 Power Cords - Short
	☐ Studio Lights Tested
	☐ 2 ¼" Stereo Sync Cords
	☐ 2 Hot Shoe Adapters
	☐ 2 CyberSync Transmitters
	☐ 2 CyberSync Receivers
	☐ 2 CyberSync Sync Cords – Miniature to ¼"
	☐ (1) 60" White Umbrella
	☐ Light Meter – Battery Checked
	☐ 2 Power Strips & Extension Cords
	☐ 2 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
	☐
	☐
Misc	☐ 2 Memory Cards
	☐ Memory Card Envelopes
	☐ Zippered Card Pouch
	☐ Tape Measure
	☐ Gaffer Tape
	☐ Hoodman Viewer (Optional)
	☐ Stool
	☐ Photo Props
	☐ BU Sequence Cards, Stringer, Pens
	☐ Registration/Ordering Tablets – Charged
	☐ 10x20 (minimum) Chroma-Key Green Background
	☐ 9x10 (minimum) Chroma-Key Blue Background
	☐ Background Stand (10x20)
	☐ Background Clips

Setup & Settings

Setup & Settings	☐ Setup Background so Subject Exposure is Minimized
	☐ Mark spot for Group Back Row (4ft from Background)
	☐ Mark Position with Tape
	☐ Mark Spot for Main Light at 12ft from Group
	☐ Setup Main Light with 60" White Umbrella (No Reflector)
	☐ Bottom of Reflector 5ft from Floor
	☐ Point Light/Umbrella Towards Group 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 Group Position to Take Meter Reading
	☐ Point Light Meter Towards Main Light Position
	☐ Hit "Reset" Button on Meter and Take Reading
	☐ Adjust Power Setting of Light Until F/8 is Achieved
	☐ Set Up Tripod & Camera
	☐ **Verify Camera Settings:**
	☐ Camera Shutter Speed: 1/125th
	☐ Camera ISO: 400
	☐ Camera Aperture (f/stop): **Set to Overall Reading**
	☐ Camera Shooting Mode: M (Manual)
	☐ Camera Image Size: M (Medium)
	☐ Camera Image Quality: Basic
	☐ Camera White Balance: Flash
	☐ Camera Shutter Release Mode: S (Single)
	☐ Camera Body Focus Mode: AF
	☐ Lens Focus Mode: A or MA (**NOT M**)
	☐ Camera Focus Mode: AF-S (Single)
	☐ Camera Auto Focus Points Area Mode: Auto
	☐ Camera Image Review Settings: Focus Points On
	☐ Camera Review Mode: Focus Points Screen
	☐ 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