

# School Setup Checklist – 2017A

## Case Inventory

<b>Camera</b>	<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
<b>Lighting</b>	<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)
<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
	<input type="checkbox"/> Double USB Adapter
	<input type="checkbox"/> 2 Scanners
	<input type="checkbox"/> Hot Spot Router
	<input type="checkbox"/>
<b>Background &amp; 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"/> 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

<b>Setup &amp; Settings</b>	<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"/> <b>No Mat</b> - Main Light Directly Behind Photographer
	<input type="checkbox"/> <b>With Mat</b> – 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"/> <b>Verify Camera Settings:</b>
	<input type="checkbox"/> Camera Shutter Speed: <b>1/125<sup>th</sup></b>
	<input type="checkbox"/> Camera ISO: <b>400</b>
	<input type="checkbox"/> Camera Aperture (f/stop): <b>F/8</b>
	<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 ( <b>NOT M</b> )	
<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	