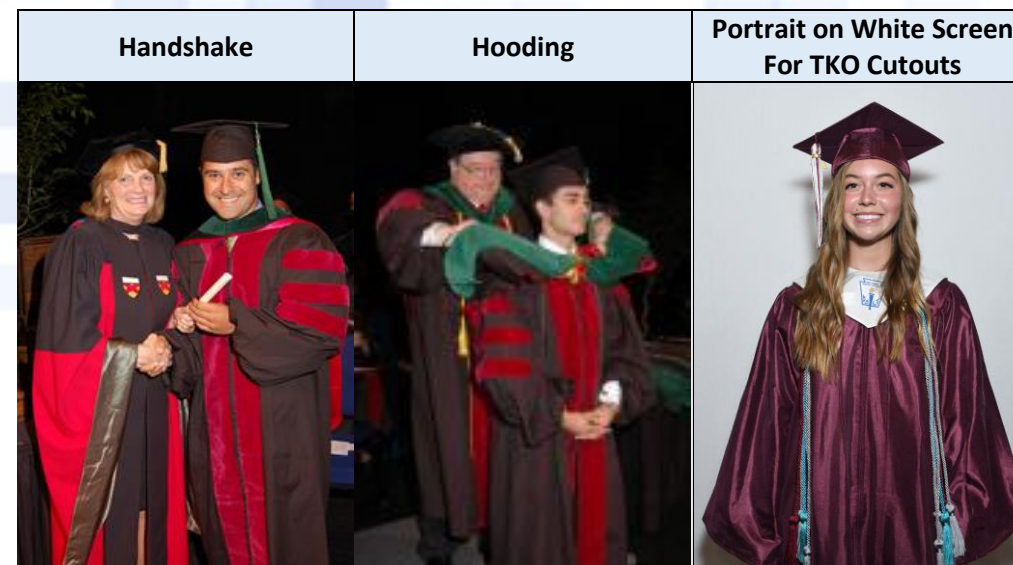
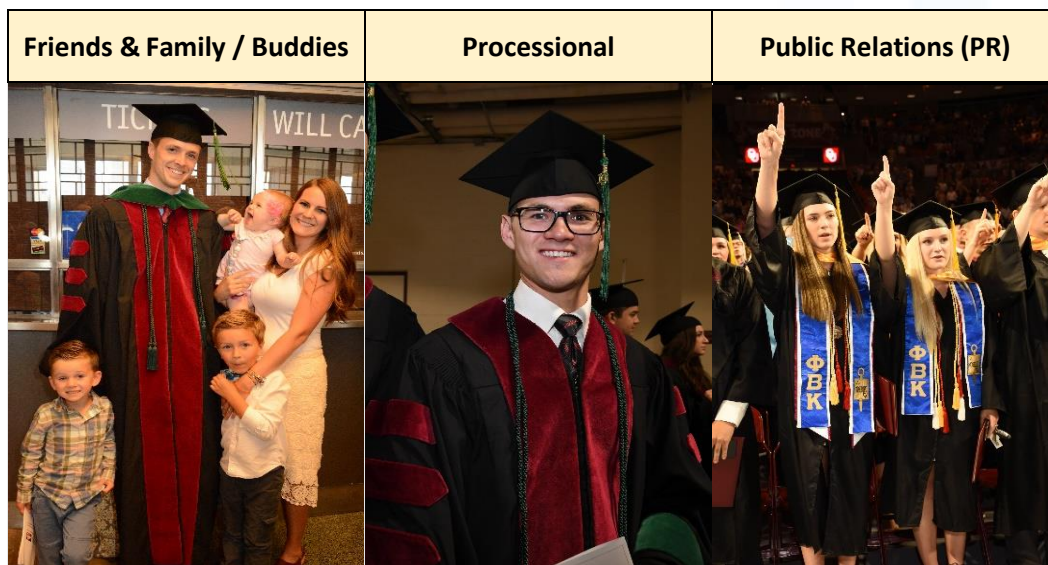




# Graduation Ceremony Equipment Checklist & Settings – 2021A

<p><b>Handshake/Hooding Kits</b></p> <p><b>Primary</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Camera Body</li> <li><input type="checkbox"/> 18-55/18-140 Lens w/ Hood</li> <li><input type="checkbox"/> 2 Camera Batteries</li> <li><input type="checkbox"/> Battery Charger</li> <li><input type="checkbox"/> Speedlight</li> <li><input type="checkbox"/> 8 Rechargeable AA Batteries</li> <li><input type="checkbox"/> Rechargeable AA Charger</li> <li><input type="checkbox"/> Flip Bracket w/Camera Screw</li> <li><input type="checkbox"/> TTL Off Camera Flash Cable</li> </ul> <p><b>Backup</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Camera Body</li> <li><input type="checkbox"/> Lens with Hood</li> <li><input type="checkbox"/> Camera Battery</li> <li><input type="checkbox"/> Speedlight</li> <li><input type="checkbox"/> 4 Rechargeable AA Batteries</li> <li><input type="checkbox"/> Flip Bracket w/Camera Screw</li> <li><input type="checkbox"/> TTL Off Camera Flash Cable</li> </ul> <p><b>Misc</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 Feet Templates</li> </ul> <p><b>Other Optional Kit Items</b></p> <ul style="list-style-type: none"> <li>Ladder/Step Stool</li> <li><input type="checkbox"/> 2 Step, <input type="checkbox"/> 3 Step</li> <li><input type="checkbox"/> 4 Step, <input type="checkbox"/> Ladder</li> <li><input type="checkbox"/> QR Code Registration Signs</li> <li><input type="checkbox"/> PhotoMatch Kit per Camera</li> </ul>	<p><b>White Screen Kit</b></p> <p><b>Primary</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Camera Body</li> <li><input type="checkbox"/> 18-55/18-140 Lens w/ Hood</li> <li><input type="checkbox"/> Camera Battery</li> <li><input type="checkbox"/> Battery Charger</li> <li><input type="checkbox"/> Speedlight w/ 12" Disc Diffuser</li> <li><input type="checkbox"/> 8 Rechargeable AA Batteries</li> <li><input type="checkbox"/> Rechargeable AA Charger</li> <li><input type="checkbox"/> Flip Bracket w/Camera Screw</li> <li><input type="checkbox"/> TTL Off Camera Flash Cable</li> </ul> <p><b>Backup</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Camera Body</li> <li><input type="checkbox"/> Lens with Hood</li> <li><input type="checkbox"/> Camera Battery</li> <li><input type="checkbox"/> Speedlight w/ 12" Disc Diffuser</li> <li><input type="checkbox"/> 4 Rechargeable AA Batteries</li> <li><input type="checkbox"/> Flip Bracket w/Camera Screw</li> <li><input type="checkbox"/> TTL Off Camera Flash Cable</li> </ul> <p><b>Misc</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 Feet Templates</li> <li><input type="checkbox"/> Westcott X-Drop Stand</li> <li><input type="checkbox"/> 5x12 White Background</li> <li><input type="checkbox"/> 2 Leg Extenders</li> </ul> <p><b>Support Kit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Light Meter</li> <li><input type="checkbox"/> Video Camera w/ Mini Tripod</li> <li><input type="checkbox"/> Vagabond</li> <li><input type="checkbox"/> Tape Measure</li> <li><input type="checkbox"/> Gaffer Tape</li> <li><input type="checkbox"/> 10 SD Memory Cards</li> <li><input type="checkbox"/> 2 Digital Voice Recorders</li> <li><input type="checkbox"/> PR Camera</li> </ul>	<p><b>Pre-Ceremony Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrive 2 Hrs. prior to start</li> <li><input type="checkbox"/> Review flow with contact</li> <li><input type="checkbox"/> Review name announcing</li> <li><input type="checkbox"/> Review registration steps</li> <li><input type="checkbox"/> Setup camera stations</li> <li><input type="checkbox"/> Log out memory cards</li> <li><input type="checkbox"/> Take test photos</li> <li><input type="checkbox"/> Tape aperture/shutter dials</li> <li><input type="checkbox"/> Practice photos with photogs</li> <li><input type="checkbox"/> Recorders started at podium</li> <li><input type="checkbox"/> Video of name caller started</li> <li><input type="checkbox"/></li> </ul> <p><b>Ceremony Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PR Photos</li> <li><input type="checkbox"/> Posed Ceremony Photos</li> </ul> <p><b>Post Ceremony Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collect recorders &amp; video</li> <li><input type="checkbox"/> Collect name reader cards</li> <li><input type="checkbox"/> Verify all images uploaded</li> <li><input type="checkbox"/> Check-in all memory cards</li> </ul> <p><b>Post Event Production</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Align images in CORE</li> <li><input type="checkbox"/> ID images to registrants</li> <li><input type="checkbox"/> Post online</li> <li><input type="checkbox"/> Send email &amp; text links</li> </ul>	<p><b>Handshake / Diploma Handoff Diagram</b></p> <p>The diagram shows two footprints labeled 'Presenter' and 'Graduate' on a yellow background. A horizontal dashed line between them is labeled '5"'. A vertical double-headed arrow below them, extending from a horizontal line labeled 'Photographer's Taped Toe Line' at the bottom, is labeled '8 Feet'.</p>	<p><b>White Screen Diagram</b></p> <p>The diagram shows a white screen on a blue background. A vertical dashed line from the top center of the screen to a horizontal line labeled 'Photographer's Taped Toe Line' is labeled '4'' and '6'' respectively. To the right of the screen is a footprint icon. Below the screen is a photograph of a camera and a white disc.</p>
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### Flash Settings

TTL BL Flash Comp = 0.0	TTL BL Flash Comp = 0.0	TTL BL Flash Comp = 0.0	<b>Indoors/Night</b>	M at 1/32 Power	M at 1/32 Power	M at 1/4 Power with 12" Disc Diffuser
TTL BL Flash Comp = 0.0	TTL BL Flash Comp = 0.0	TTL BL Flash Comp = 0.0	<b>Outdoor Day</b>	M at 1/4 Power	M at 1/4 Power	M at 1/8 Power No diffuser or background

### Camera Settings

Shutter Priority	Shutter Priority	Shutter Priority	<b>Shooting Mode</b>	Manual	Manual	Manual
Indoor/Night = ISO 1600	Indoor/Night = ISO 1600	Indoor/Night = ISO 1600	<b>ISO</b>	Indoor/Night = ISO 800	Indoor/Night = ISO 800	Indoor/Night = ISO 800
Outdoor Day = ISO 100	Outdoor Day = ISO 100	Outdoor Day = ISO 100		Outdoor Day = ISO 100	Outdoor Day = ISO 100	Outdoor Day = ISO 100
Auto Balance	Auto White Balance	Auto White Balance	<b>White Balance</b>	K (Kelvin) 5560-5600	K (Kelvin) 5560-5600	K (Kelvin) 5560-5600
Indoors/Night = 1/200	Indoors/Night = 1/200	Indoors/Night = 1/200	<b>Shutter Speed</b>	Indoors/Night = 1/125	Indoors/Night = 1/125	Indoors/Night = 1/125
Outdoor Day = 1/200	Outdoor Day = 1/200	Outdoor Day = 1/200		Outdoor Day = 1/200	Outdoor Day = 1/200	Outdoor Day = 1/200
--	--	--	<b>Aperture</b>	Indoors/Night = f/8	Indoors/Night = f/8	Indoors/Night = f/8
--	--	--		Outdoors = f/11	Outdoors = f/11	Outdoors = f/11
35mm	50mm	As Needed	<b>Focal Length</b>	35mm	50mm	40mm
0.0 to -0.7	0.0 to -0.7	0.0 to -0.7	<b>Exposure Comp</b>	0.0	0.0	0.0
As Needed	6 Feet	As Needed	<b>Distance to Subject</b>	8 Feet	8 Feet	6 Feet
S Basic	S Basic	S Basic	<b>Quality</b>	S Basic	S Basic	S Basic
AF-S + Auto Lens & Body to AF	AF-S + Auto Lens & Body to AF	AF-S + Auto Lens & Body to AF	<b>Auto Focus</b>	AF-S + Auto Lens & Body to AF	AF-S + Auto Lens & Body to AF	AF-S + Auto Lens & Body to AF