

## Photoshoot Information

Here are some helpful tips to ensure everyone is ready For Photoshoot Day, 30 to 90 minutes depending on the size of the School site:

- Ensure children and adults have completed the Talent Release Forms. This form grants permission on behalf of the individual to use any images, video or audio etc.

***NOTE: Forms can be completed after the Photoshoot. All forms are to be kept by the School for Government policy purposes***

- Select 1 or 2 student leaders to escort the EWS Team around the School site
- Select areas of the school/ preschool you would like to have pictures taken i.e. library, gym, music room, classroom, playground, sandpit etc.
- Create a list of children who are allowed to have their photo taken for the website
- Setup areas for photos i.e. play stations, instruments, books, computers, educational and sporting equipment etc.
- For larger sites, select 6 to 10 students to have their photo taken in numerous areas of the school
- For smaller sites, place name tags on the children **who are not allowed** to have their photo taken
- Organise a Photoshoot timeline to ensure EWS cover all aspects of your school, example below:

9:00am	Miss Sue Ridge & 4 to 5 Year 9 students in garden with chickens
9.10am	Mrs Kate Tim & Receptions in playground
9:20am	Ms Jane Doe & Year 7/8 students working in Science Room
9:25am	Ms Kallie Bridge & Year 2 students working with Robotics (Lego models etc.)
9:30am	Mr Lee Jones – group of students working with laptops in Library
9:40am	Mrs Karen Boss – small group of year 8 students in Home Economics
9:50am	Miss Amy Smith & year 6 students using the interactive TV in classroom
9:55am	Mr Patrick Bell & Year 3 to 4 students on oval for activity/sport in North yard
10:00am	Mr Andy Smith & Year 11 students sport in Gym
10:10am	Ms Lori Myers & Music students in Music room
10:20am	Mr Alan John in Art Room - please open and organised the following 9 and 10 students: Bianca, Courtney, Jas, Brad, Caitlin
10:30am	Photoshoot complete