

SAMPLE EVENT PHOTO CHECKLIST

Annual Christmas Tree Gala Photo Shot List

EVENT

Lincoln Train Station (Lincoln, NE)

December 24, 2025

LOCATION

DATE

BEFORE THE EVENT

- ☐ Close-up shot of undecorated tree branch (portrait mode with blurred background)
- ☐ Close-up shot of ornament on tree (portrait mode with blurred background)
- ☐ Top-down shot of tree from standing on a ladder
- ☐ Empty room with fully decorated trees (wide angle)
- ☐ Posed team members decorating tree with other trees in the background
- ☐ Candid team members decorating tree
- ☐ Candid bank president (John Williams) greeting foundation director (Betty Smith)
- ☐

DURING THE EVENT

- ☐ Candid shot of check being presented
- ☐ Impact speaker on stage (close-up)
- ☐ Impact speaker on stage (from back of the room with full audience in view)
- ☐ Food being served by volunteers
- ☐ Posed photo with check, bank president, bank employees, and foundation director
- ☐ Check recipient smiling at the audience
- ☐
- ☐

EVENT PHOTO CHECKLIST

EVENT

LOCATION

DATE _____

BEFORE THE EVENT

[illegible]

DURING THE EVENT

[illegible]