## Sample Shot List

**EVENT INFO:**

Event Name: Endemic Animal Festival

Location: Discovery Farm at Seaside Nature Park, Cay Bay

Directions: Cay Bay Rd. right off of Welfare Rd. at Food Center grocery store, past GEBE

Date: Saturday, April 26, 2015

Time: 9am-Noon (8-9am setup Noon-2pm breakdown and volunteer lunch-you are invited!)

**SHOT LIST:**

Outdoor Locations:

* + Parking Lot: Volunteers, if possible
  + Welcome Station (at entrance): Volunteers, sponsor signage
  + Endemic Animal Discovery Station (covered outdoor area): Visitors, volunteers, exhibits (insect and lizard displays)
  + Club Gaïac Station (covered outdoor area): Visitors, volunteers, informational signage
  + Kids’ Activity Area (covered outdoor area): Visitors, volunteers, kids showing their artwork
  + Guided Nature Walk (meeting near Welcome Station, approx. 30 minutes non-strenuous walk): Visitors, guide speaking to visitors, group in natural surrounding. There is a scenic lookout by the ocean near the end of the walk.

Indoor Locations:

* + None

Special Events:

* + None

General Photo Requests:

* + Groups/crowds: These should happen when guided tours are leaving and in the covered area with the Gaïac and Endemic Animal Discovery Station.
  + Families & kids: In the Kids’ Activity Area and other areas
  + People with their Gaïac seedlings: At the Gaïac station or anywhere
  + Volunteers: they will be wearing red shirts with a blue event logo (you will get one, too!)
  + People interacting with stick insects at the Endemic Animal Discovery Station

Group Shot:

* + We are planning a group shot by the Endemic Animal Discovery Station at 12:30pm

**FILE TRANSFER:**

* + For the post-event media release it would be fantastic to have the group shot, plus 2-3 shots featuring attendees sent by email to [info@lesfruitsdemer.org](mailto:info@lesfruitsdemer.org) on Sunday.
  + Additional files for use online and social media at your convenience.
  + Full-size JPGs are great, ideally without watermark in case they are cropped to fit into the layout. Dropbox, Google Drive or your preferred file transfer is fine. We can email you a Dropbox file request to deposit the files with no account needed if you prefer.

Thank you for your help! Your work is a very important part of our mission to raise awareness about local wildlife and we appreciate it.