



InSpirit StudioZ Photography

Sweet Adeline 2024 Region 13 Competition

Chorus: MASTER Checklist

for the Photo Chairman

We are so excited to work with you! Brad and I (Janna) will be here to help you with all of your photography needs. Please don't hesitate to call, text, or email with any questions!

- _____ 1) **Print and hand out forms.** There are two separate forms to print.
 - a) **The MASTER Checklist** is strictly for the Chairman to organize orders.
 - b) **The INDIVIDUAL Checklist** is to be printed and handed out to each member of your chorus. We recommend that this Individual form be handed out close to the beginning of April. Please remind your chorus members to fill it out and be sure to get it back to you. Also, be sure that any checks received are made out to the chorus. **We've included a "Cutoff Date" space that the Chairman can fill out.**
- _____ 2) **Cutoff date:**
 - a) Please be sure to collect the Individual forms and money with enough time to summarize the totals onto your Master order form. **You need to place credit card orders by May 1st, checks would need to be mailed by April 25th.**
 - b) Please take a moment to explain to your chorus that any **orders made are final**. If someone orders the wrong size print and is unhappy, they are welcome to order a corrected print, **but we cannot make refunds**. There is a print size suggestion on the Individual form to help make decisions on the best print size for the size of the chorus.
- _____ 3) **Summarize the orders onto the Master Order form and place order**
 - a) Preferably before Competition Weekend, carefully tally up the individual forms onto the MASTER order form. Please check your arithmetic before filling in the final totals.
 - c) Please go online and follow the link on the North by Northwest website to fill out the online form and pay by credit card. If needed, you could also have the Chorus treasurer write a **check payable to InSpirit StudioZ Photography**. Payment needs to be received by May 1st (please note that checks should be mailed by April 25th).
 - d) Please be sure to fill in every part of the form, including costume description and how many members are singing in the chorus.
 - e) If your chorus has any unique characteristics please take a moment and fill that out as well. This includes any specific actions, directors outfit, props, or anything

else that might help us identify your chorus. "Black costumes" could describe a few different choruses and we'd like to be sure we're clear!

- f) Please be sure that the mailing address is good for Post Office delivery, or that your mailing address accepts packages.

_____ 4) **At the Competition Weekend**

- a) We should already have payment and your order forms. We are excited to see you all perform!

_____ 5) **After the Competition**

- a) Prints will take 3-4 weeks to deliver to the address you've given at the top of the Master Order Form. Please open these immediately and let us know if there are any concerns.
- b) If your Chorus ordered the Media File this will be delivered to the email address on the Master Order Form.
- c) As soon as we have photos available for viewing, we shall add them to our online gallery for anyone who may want to place an order. This online gallery will include any extra photos I may have taken during your Competition. There are no guarantees that there will be any extra images, but I'll try!
- d) Galleries will only be available for four weeks. Anyone needing access after that time will be charged a \$20 uploading fee from our offsite vault to have images reposted in the gallery.

All images taken by InSpirit StudioZ Photography are protected by copyright laws.

If you'd like to use any image for social media, promotions, publicity, or any public purpose, **you need to purchase the Media File** (\$35) which includes the necessary web resolution file you can then use.

It is illegal to screenshot, download, scan, print, or copy any of our photos without written permission from InSpirit StudioZ Photography.

It's going to be a fun, busy weekend and we look forward to meeting all of you!

InSpirit StudioZ Photography
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(509) 939-5237
PO Box 926, Mead, Wa. 99021



InSpirit StudioZ Photography

Sweet Adeline 2024 Region 13 Competition Chorus!

Tips for Preparing your Chorus for your Photo

As you practice:

- **Stand facing the audience:** First of all, the curved risers are difficult for photography. Instead of facing inwards, towards your director, for the purpose of this photo, I'm going to ask you all to turn your feet and shoulders out towards the audience and the back of the auditorium. This allows me to see everyone, and not just the sides of faces on the outside of the curve. This is especially challenging for larger choruses and I need everyone's help to ensure that no one is hidden from view.
- **Make sure hands and arms don't hide anyone:** Practice any planned gestures to make sure that hands or arms don't cover someone behind each chorus member. Please practice among the chorus on communicating when someone in front hides the person behind them. By the time you arrive at the competition, I hope you are all comfortable with where hands, arms, and faces need to be in front of the audience.
- **Props can extend a photo and change the preferred size of the final print:** Please take a moment to decide whether you'd like the props as part of the photo, or whether you would prefer I focus on just people. Just a chorus could make a nice 8x10, but with large props extending the image out, especially to the sides, an 8x12 or 8x14 may work better in the end. This is important to consider when purchasing prints, but it can also affect how I take a photo, if you'd prefer I focus on faces and bodies, instead of large extended props. Please make a note of your preference on your Master order form.
- **Have someone (or multiple people) observe from a photographer's viewpoint:** Once everyone is turned the correct way (facing the audience) and set up, someone needs to stand where I will be, around 50 feet back from the stage. From this angle, you can see who disappears behind other people. If someone is taller, standing in front of someone who's shorter, you can figure out how to maneuver each person for the best view. At the least, because not every practice room is big enough, please have someone walk across the stage area to look for points of overlap between chorus members. This cannot be done from just the director's point of view.

- **Microphones in the way:** Please help the director to remember to look for any distracting microphones that might hide a face or that could be distracting from the overall chorus. Any stands or objects on stage in front of the chorus could hide faces behind, or even distract in the final photo if they're in off-balanced locations across the front of the Chorus.
- **Make sure you can see me:** This is not the time for being camera shy! Some of us may not like having our photo taken, but please help everyone by making sure that you can see me and that I can see ALL of your beautiful faces. We only have a short time to get a photo of your chorus and I need all of you to help make this a great photo for you!

We're so excited to see you this May!
If you have any questions or concerns please just let us know:

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Sweet Adeline 2024 Region 13 Competition

Chorus Master Order Form

Please Print Clearly:

Add more details on back if necessary

You can fill this form out directly online if you're paying with Credit Card

Chorus Name: _____

Costume and Prop Description in photo: _____

Number of Members onstage: _____ Email: _____

Contact Name: _____ Phone: _____

Mailing Address for Delivery: _____

This is theTOTAL order of prints, tallied from the Individual order forms:

# of Prints	size	Price each	Total		# of Prints	Size	Price/each	Total
	16x20	@ \$50.00	=			8x10	@ \$30.00	=
	8x17.5	@ \$37.00	=			5x7	@ \$25.00	=
	8x16	@ \$36.00	=			4x6	@ \$15.00	=
	8x14	@ \$34.00	=			X4 wallets	@ \$10.00	=
	8x12	@ \$32.00	=			Shipping		= \$25.00
	Media File	@ \$35.00	=		Spokane	Sales tax	@ 9%	=

Order Total = _____

Please use this form to fill out the online Master Order Form found at the Region 13 website.

Secure Credit Card payment is available through that link.

Any checks should be made payable to InSpirit StudioZ Photography and mailed by April 25th.



InSpirit StudioZ Photography

Sweet Adeline 2024 Region 13 Competition

Chorus: Individual Order Form

This form goes directly to the Chairman, not the Photographer

InSpirit StudioZ is so excited to meet you and we're honored to be your photographer this May!

This form lets you choose which prints you'd like to have. Please be mindful of the Cutoff Date to return the form to your Chairman with your payment. Your Chairman will tally up all Chorus members' orders and make the final order to me.

This print form is for the Chorus Signature Photo for which you will prepare. Be aware, I will attempt to get more photos during your performance and choreography which will be available for purchase at our online gallery after Competition Weekend. There are no guarantees here, but I will let you know through your Chairman if and when any other photos might be ready.

Print Size Selection:

The following suggestion is for choruses only, not including props or big gestures. If your chorus is planning your photo with extended props or large arm gestures reaching beyond just the chorus, you might want to order a size up to allow room.

All orders are final! So, please consider your choices carefully. We've added a larger size, so that faces can be seen better:

8x10 is suggested for choruses up to 30 members on stage

8x12 is suggested for choruses up to 40 members on stage

8x14 is suggested for choruses up to 50 members on stage

8x16 is suggested for choruses up to 60 members on stage

8x17.5 is suggested for larger choruses

16x20 is a larger size suggested to see faces better

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Chorus: Individual Order Form!

Please return this form to your Chairman before the cutoff date. Cutoff date: _____

Name: _____ Phone: _____

Please fill this out with how many prints you'd like of each size and return with your payment (any checks made out to your chorus) to your Chairman.

# of Prints	size	Price each	Total		# of Prints	Size	Price/each	Total
	16x20	@ \$50.00	=			8x10	@ \$30.00	=
	8x17.5	@ \$37.00	=			5x7	@ \$25.00	=
	8x16	@ \$36.00	=			4x6	@ \$15.00	=
	8x14	@ \$34.00	=			X4 wallets	@ \$10.00	=
	8x12	@ \$32.00	=					
	Media File	@ \$35.00	=		Spokane	Sales tax	@ 9%	=

Order Total = _____

Thank you so much!