

Photographer/Videographer

Purpose:

To procure a show photographer and videographer who will record the Specialty events. To coordinate and schedule places and times for easy photo shots and video taping.

Responsibilities:

- To select and procure the services of a photographer & videographer for all days of the Specialty.
- To formulate a contract between the photographer & videographer and the host club for what services will be provided and the corresponding costs.
- To work in conjunction with the Grounds Chairman and the Show Chairman in deciding location for pictures as well as time allotment.
- To work in conjunction with the Grounds Chairman/Show Chairman and Videographer to provide ringside space for video shoot.
- To be a host to the Photographer & Videographer throughout the show.
- Make sure Photographer & Videographer have adequate place to store or place equipment between shots.
- Work with photographer to provide any props for the shots. i.e. Club logos, podiums for dogs to stand on, backdrops, flowers etc.
- Coordinate with Show Chairman when doing final ring scheduling time for photos with judge.
- Provide name and address of Photographer & Videographer to catalog chair, planning booklet chair and person responsible for premium list.
- Provide either Photographer or Videographer with any assistance they need in moving equipment to be ready for photos.
- Include in your Photo contract that you receive a complimentary copy of all top winners. You must then provide these pictures to the Alpenhorn editor for the Specialty issue. These photos then become a historical record of the BMDCA Specialty.
- Help with take down at end of show.
- Write a report at end of show regarding your committee, comment on additional recommendations and responsibilities you think should be included here.

Timeline:

Immediate - One you are awarded the specialty, begin to select and sign a contract with the Photographer and Videographer.

6 months prior - Reconfirm contract. Discuss details such as routine set up requirements etc.

Budget:

<i>ITEM</i>	<i>INCOME</i>	<i>EXPENSE</i>
Photographers Room		XXXXX
Meals		XXXXX
Transportation to & from airport		XXXXX
Flowers/background scenery		XXXXX
Other (Phone calls/postage while setting up contract)	XXXXX	
Total	XXXXX	XXXXX

Total Income less Total Expenses equals Net Profit or Loss.

Recommendations:

Photographer

It is important to hire a photographer as far in advance as possible. Most dog show photographers are reserved at least a year in advance, so if there is someone your club particularly likes, you should contact them a.s.a.p.

There are several points you will want included in your contract with the photographer. Most experienced photographers will have their own standard contract. Be sure that the following items are covered:

- ◆ Complimentary photos to the BMDCA of all the top conformation and obedience winners.
- ◆ Any special promotional packages that will be offered.
- ◆ Photo prices that will be charged to the exhibitors.
- ◆ Length of time for processing and delivering of photos to exhibitors. (You will get anxious phone calls after the show from “the winners” who may want to use the photos for advertising. So it is wise to get the photographer to keep to a deadline.)
- ◆ Any rooms/meals/travel costs that the club will be expected to reimburse.
- ◆ Exact dates and times the photographer should be at the show site.
- ◆ Any special pictures you would like such as the trophy table, banquet overview etc.

Coordinate with the photographer over where the photos will be taken. Do you need any special backgrounds or props? Will you need a podium for the dogs to stand on? You probably will need to make a sign with the show’s logo, Coordinate with the grounds chair and reserve space for the photographer’s table. Find out if they will need any locked storage for their equipment.

Be sure the photographer’s name and address is included in the premium. Then exhibitors can call the photographer after the show, instead of you for any extra information they need about their photographs.

At least six months prior, check with the photographer. Confirm the dates. Find out what their routine will be when taking pictures. Will they need any special help and extra hands to organize people getting photos and “setting them up”? This can be very time consuming, so if you do need help, make sure you have plenty of people lined up to help.

Basically your judge has the final say on when photos will be taken. However, at a specialty no one wants to wait forever for the judge to finish all judging before pictures are taken. It is possible to look for natural breaks in the judging and actually schedule time for pictures. If you allow 2 minutes a dog for pictures you can work it right into your judging schedule. Remember at a specialty pictures are usually taken of all class placements as well as the winners. A copy of a possible judging schedule including pictures follows. It is not a bad idea to post by the photographer's table the tentative schedule for picture taking. Then exhibitors are more likely to be ready when the time comes.

Videographer

Hire your videographer well in advance. Reconfirm the show dates he is needed several months in advance. Find out if there are any special needs. The same items as the photographer should be covered in the contract.

One item you may want to include in the video footage is a record of the judges' comments at the judges' dinner. If so, be sure to include it in your video contract.

The videographer will meet with the judge before showing to find out the judge's ring procedure as he will need to know where to set up the cameras. You will need to rope off these areas at ringside. Try to anticipate this and coordinate with the Grounds and Show Chairs.

Make sure the videographer is aware of the Alpenhorn's deadlines and advertising requirements, should they want to advertise the sale of the Specialty Video.

For the past several years the BMDCA has employed John Thorton of K-9 Video Vehicle productions, Littleton, CO to produce the video. The result has been an excellent video with economical tapes offered to the membership. This would be a good company to consider for your video taping.

