

STUDIO NIGHT PROCEDURES

During studio sessions the following rules must be observed:

- ❑ **Model release forms to be signed by all models before photographs are given to models.**

The studio setup will be organised by a 'studio technician'. Members who intend to take photographs should offer assistance to put up the lighting set and at the end of the night help to take it down and put it away.

Members should put their names on the list circulated and are to be allotted say 10 minutes (time will vary depending on the number of people wanting to take photos). You will be advised of your session start and finish by the studio technician. Please cooperate fully. On certain occasions there may be two studios operational. You may put your name down for both studios in which case you may have a wait to use the second studio if it is in use. Again you will be advised when it is your turn.

Only two members at one time to be in the room with the sitter unless advised by the 'studio technician'. If there is a tuition session going on of course this would be different.

If the model is under 16 then the parent or guardian must be present in the room.

A laptop will be set up and photographers should give their cards to the member in charge and select 3 images each to be copied to the CC laptop in order that the model gets a copy of those photos.

If you do not wish to hand over the images do not take part in the studio

Please Note: Photographs should be taken in RAW/JPEG or just JPEG format for compatibility with editing suites. The models may be given a JPEG copy on CD/DVD or Stick (if provided by them). If you are unsure how please ask!

In situations where two studios are in use the model may not receive their images until the following session so please take forwarding details from the model or parent