

# PHOTO WEEK INSTRUCTIONS



## HEADQUARTERS

- Headquarters will be setup at 120 S. Depot Street in the RomWeber building. Enter at the entrance with the gray oval sign for "Susan Glaser Designs. The headquarters will be immediately inside and to your left.
- Headquarters will be the place to stop-in at your convenience to pick-up t-shirts & materials, check the wall of available assignments, network with other photographers, turn in paperwork, share images, refuel and refresh!
- The location will be staffed by Project 229 team members during the following hours:

### AUGUST 5th - 12th

Saturday:	9 - 11am
Sunday:	Noon - 3pm
Monday:	9am - 7:30pm
Tuesday:	9am - 5pm
Wednesday:	9am - 7:30pm
Thursday:	Noon - 7:30pm
Friday:	9am - 3pm
Saturday:	9am - Noon

(Photography can continue later into August, but Project 229 will not have formal hours for us to gather.)

## ASSIGNMENTS

- A wall of available assignments will be posted and updated daily.
- Take only the assignments that fit with your interests and availability.
- Please follow the instructions that come with your assignment. Some assignments require photography to be completed during Photo Week; some can be handled in the weeks to come.
- We have made general arrangements with each location, but some may still require a courtesy call to let them know a specific time when you plan to arrive.
- You must commit to completing your assignment or making alternate arrangements with us ASAP if something arises that will prevent you from photographing!
- As you find yourself with more time available to give the project, come back and grab some additional opportunities!

## BEFORE YOU BEGIN

- Please verify with the Project 229 team that your Photographer's Agreement has been signed and is on file. Extra copies will be available.
- Make sure to collect your t-shirt, credentials and photo release forms.
- Ask any questions before you set out - we're here to help you!

## OUT IN THE FIELD

- Make sure you are identifiable by wearing your credentials (t-shirt, too, when you can!)
- Provide Project 229 information to your subjects if they are looking to learn more.
- Have each subject sign a photo release form when applicable.
- Record any notes that may be helpful for the project 229 team (e.g., interesting information you obtained that will be helpful to our writers, any information that will help the team match up photos with the assignment, etc.)
- Call the Project 229 phone number anytime you have a question or need assistance: (812) 727-0620
- Have fun and share your enthusiasm for Project 229!