

## PPF PHOTO OUTING CHECKLIST

Thank you for coordinating a PPF Photo Outing session. The members of the Portland Photographers Forum appreciate the time and commitment you are taking to expand their photographic experience. You may have coordinated one of these or similar experiences before, but here is a checklist to assist you in organizing and conducting your session.

Recommendations for updates and enhancements are always welcome.

Joe Whittington, PPF Photo Outing Coordinator [Joewhittington@gmail.com](mailto:Joewhittington@gmail.com), 503 297-6344 (Landline)/503 706-2195 (Mobile)

- € Choose a Skill/Technique to be a focus of your session **This is Optional!**
  - Find a couple of resources – YouTube/online tutorials/articles - for the participants to review prior to the session
  - Practice the Skill/Technique. Of course, you will.
  - Develop an Assignment List
- € Choose a location which is conducive to practicing the Skill/Technique and determine the maximum number of participants (more than 20 is not advised).
  - Make arrangements with the manager of the location if required. The sessions are generally once a month
  - If the location is weather dependent, consider a more protected alternative in case of adverse conditions.
  - Best practice would be to go to the location and verify lunch location, and logistics
- € Contact the PPF Photo Outing Coordinator (Currently [Joewhittington@gmail.com](mailto:Joewhittington@gmail.com)) to place your session on the calendar. The PPF Photo Outing Coordinator will place a notice on the PPF Website and in the email newsletters providing your contact information for signing-up

- € Write a session overview for participants. We would hope to have this done a month in advance of the session.
  - Session Date and time
  - Location address and alternate/no go criteria
  - Skill/Technique Description (Optional)
  - Presession online review assignments and links (Optional)
  - Carpool arrangements
  - Minimum what to bring list if necessary
  - Assignment list (Optional)
  - Your contact information
  - Link to download Liability Release
- € Prepare an overview of your session to present at the PPF Meeting a month prior to your session and a follow-up the month of the session. Provide your contact information. Participants will sign-up with you.
- € A couple of days before the session email your participants reminding them of the session; request they download, sign and bring their Liability Release; and check to see if they have any questions

#### Day before Session

- € Check weather forecast to determine suitability of conditions
- € Verify availability of lunch location provide a number of people estimate
- € Send out reminder email with any updates
- € Print out copies of the PPF Photo Outing Liability Release to bring with you