

shutterfest¹⁷

Shooting Bays

ROLE:

Maintain Shooting Bays | 3 Volunteers

HOURS:

4/18/17 | Monday: 9:30am - 7:00pm

4/19/17 | Tuesday: 9:30am - 7:00pm

OVERVIEW:

The Shooting Bays are located on the north side of the trade show floor next to Rent A Human. There are four shooting bays, three on the back wall and one to the far right when you walk into the bay area. This is where photographers will come to test and practice with Profoto gear. You will be responsible to maintain the bays as the attendees will likely move gear around for their needs. You will also be responsible for charging and replacing batteries for the B1's and making sure all bays have working gear. Familiarize yourself with the SITEMAP and the schedule because people may ask you questions about where things are located and the trade show hours of operation.

RESPONSIBILITIES:

- 3 volunteers total
- Keep track of all ProFoto equipment using the the inventory sheet provided.
- Assist speaker wih set up prior to their class
- Maintain bays - work with RAH staff to rotate models in/out of bays
- Rent out triggers in exchange for I.D's. They will also need to sign the disclaimer form letting them know they are responsible for the gear.
- Put batteries on charger before the start of the event at 8 am.
- Make sure we have charged batteries in all bays at all times.
- Make sure the bays are set up according to the setup chart

PROCESS:

- Take inventory by writing down each serial numbers for specific Profoto product on the inventory sheet. Place AAA Batteries in all triggers.
- The triggers then need to be labeled with a number associated to which bay the channel is set to. (This can be ignored if we end up with brand specific triggers)
- Before the start of the event at 8 am put B1 batteries on the charger so they are ready for the shooting bays when they open at 10 am.
- After a group has finished using the bay you will reset the equipment to original set up by referring to the provided chart.
- Throughout the event you will need to maintain and replace low batteries for the B1's



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- When attendees visit the Shooting Bays to rent out triggers, you will need to collect a valid form of I.D. and a signature on the disclaimer forms in exchange for the triggers. You will file their I.D and will only return it if they return the triggers in tact.
- When breaking down after the event you will use the inventory sheet to check off all of the equipment before it is put away. If anything is missing it needs to be notated on the inventory sheet.

STATION-SPECIFIC NOTES:

- ***Are there any compatibility issues I should be aware of when setting up the gear?*** Do not use the OCF modifiers on the D1's, they will melt.
- ***What if someone doesn't have a valid photo I.D.?*** If they do not have a valid photo I.D. they cannot rent a trigger.
- ***What happens if a trigger is controlling the lights in a different bay?*** The channel needs to be changed to match the channel of the lights in the bay they are shooting in.
- ***What happens if someone breaks something?*** Use the inventory sheet to keep track of the equipment that has been damaged.
 - If it was from someone goofing around in the Bay Area they need to be escorted out of the Shooting Bays and they are not allowed to return.
 - If it was simply an accident no action needs to be taken against the person or persons involved.
- ***What do we do if attendees ask us about the Profoto gear?*** Reach out to Payton. If you do not know the answer, refer them to the Profoto booth.
- ***Can people bring their own gear into the Shooting Bays to shoot with?*** Yes