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Event and business photography, Vienna

Checklist

For marketing, event management and assistants

Photos at your corporate event: what to *settle* in advance

Ten minutes with this list before the event save you the follow-up calls afterward. Check off what is done and send the rest to your photographer.

Schedule and people

- [ ] **Run of show** with times: doors, welcome, keynote, panel, buffet, end
- [ ] **Contact person on site** with mobile number
- [ ] **Who must be in the photos:** management, speakers, guests of honor, sponsors
- [ ] **Group photo:** when, where and with whom, ideally before the buffet
- [ ] **Parallel sessions?** Then decide whether every room needs coverage the whole time

Venue

- [ ] **Photo permission** from the venue in place
- [ ] **Light:** Is it very dark or lit in strong colors in the evening? Let me know in advance
- [ ] **No flash** in parts of the venue?
- [ ] **Access:** name badge, guest list at the entrance, parking or loading zone
- [ ] **Logos and roll-up banners** placed so they can be in the photos

Inform your guests

- [ ] **A note in the invitation** that photos will be taken and what they will be used for
- [ ] **A sign at the entrance** with the same note
- [ ] **Anyone who prefers not to be photographed** says so on site and is removed from the gallery
- [ ] **Consent** is obtained by your company as the organizer; if in doubt, check with your legal department

After the event

- [ ] **When do you need the photos?** For press or a newsletter the next morning, Express is worth it
- [ ] **What for?** Website, social media, press, intranet, sponsors
- [ ] **May partners and sponsors use the photos?** Put it in the quote in advance
- [ ] **Who receives the gallery link?** Name the right people right away
- [ ] **Purchase order number or cost center** for the invoice, sent in advance

Planning an event in Vienna? I cover conferences, company parties and gala dinners, and the gallery is ready on the next business day.

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