

# THE STRESS-FREE CLUB PHOTO DAY CHECKLIST

Everything your committee needs to run a smooth photo day, from the first decision right through to handing out the prints. Print it, tick as you go, and nothing slips through the cracks.

## 1 AS FAR AHEAD AS YOU CAN LOCK IT IN

- Decide how families pay: built into registration, parent purchase, or sponsor-funded
- Book your photographer early to secure your date. The good ones get booked 6 to 12 months ahead, so the sooner you lock it in the better
- Confirm current Queensland Blue Cards and public liability insurance
- Pick a date (weekday afternoon or Saturday game day) and an indoor or undercover space (a hall, clubroom or shed; we bring our own power)
- Confirm a time slot for each team (a good photographer needs only 10 to 20 minutes per team depending on size, so anyone asking for much more is a red flag)

## 2 4 TO 6 WEEKS OUT TELL FAMILIES

- Send the first notice early: date, full correct uniform (this season's kit), hair and boots sorted, and how ordering works
- Collect and double-check team lists with correct player names and numbers
- Nominate a photo-day coordinator for each team or age group
- Send a reminder as the day gets closer

## 3 THE DAY BEFORE FINAL PREP

- Send a final reminder the day before
- Make sure the space is clear and set up can begin on arrival
- Print the run sheet with each team's time slot
- Confirm someone can give the photographer venue access (no power needed at your end, we bring our own)

## 4 ON THE DAY KEEP IT MOVING

- Open up early so the photographer can set up and light-test before the first team
- Teams arrive in their booked time slots, not all at once
- Quick uniform and hair check before each team steps up
- Coordinator helps keep the line moving and the kids smiling
- Absent players are tracked automatically and the club gets an absent report, so no one is missed

## 5 AFTER PHOTO DAY WRAP UP

- Families order prints and digital files through the private online gallery
- Prints delivered back to the club within 4 to 6 weeks
- Hand out, individually packaged per player and grouped by team
- Share the gallery link again to catch any last orders

### PRO TIP

Accurate team lists are the single biggest thing that keeps photo day on schedule and the names correct on every photo. Sort them early and confirm them twice.

## EVERY KID IN THE TEAM PHOTO. THAT IS THE WHOLE IDEA.

Blue Cards and full public liability insurance as standard. 15 years and more than 150 South East Queensland clubs.