

Event Photography & Live Coverage — Workbook

This workbook accompanies the Event Photography & Live Coverage course and gives you the practical tools to apply each module immediately. Complete the exercises before your next event, use the worksheets on-site as references, and check off the checklists as you build your professional workflow. The templates are designed for real client use — download, customize with your branding, and start deploying them.

Pre-Event Preparation & Gear Strategy

Build your pre-event systems — shot lists, gear checklists, and venue reconnaissance habits — so you arrive at every event prepared and confident.

Exercise: Shot List Builder Exercise

Using a real or hypothetical event (choose one: a corporate conference, a gala dinner, or a concert), build a complete prioritized shot list. Assign every item to Tier 1, Tier 2, or Tier 3 and estimate the time window for each. Aim for 20–30 total shots across all tiers.

- List every Tier 1 (non-negotiable) shot for your chosen event type, including which person or moment it involves and when it occurs on the schedule.

- Which shots on your list could be cut if the event runs 20 minutes behind? Move them to Tier 3 and explain your reasoning.

- What five questions would you ask the client during briefing for this event? Write the exact wording you would use in an email.

- Describe a scenario where two Tier 1 shots conflict (happen simultaneously in different locations). How would you handle it?

Worksheet: Pre-Event Briefing & Gear Check Sheet

Complete this sheet for every event before you leave for the venue. Print or keep on your phone as a pre-event checklist reference.

Event name

Event date and start time

Venue name and address

Client contact name and mobile number

On-site coordinator name and mobile number

Flash permitted (Yes / No / Restrictions)

Restricted areas or restricted guests

Agreed delivery deadline

Gallery platform and link (pre-created)

Gallery password

Primary body — battery count charged

Backup body — battery count charged

Cards loaded and formatted

Dual-card recording confirmed (Yes/No)

Lenses packed (list each)

Speedlights packed and batteries fresh

Lightroom export preset name to use

Delivery email draft ready (Yes/No)

Checklist: Venue Arrival Checklist

- Arrive at least 45 minutes before guests
- Walk every room you will shoot and take one test exposure in each zone
- Note ambient color temperature estimate for each zone
- Test bounce flash in the main event space — confirm ceiling height and color
- Identify the stage or podium position and test exposure without flash
- Locate the nearest neutral wall or ceiling for bounce flash in each zone
- Confirm your on-site contact is present and has your mobile number
- Check that dual-card recording is active before shooting a single frame
- Confirm flash restriction areas with venue staff
- Set camera clock to correct local time (affects file metadata and delivery naming)

Camera Technique for Unpredictable Light

Translate exposure theory into muscle memory by practicing the settings reference for each lighting scenario and drilling flash technique before you need it under pressure.

Exercise: Exposure Settings Drill

Without looking at the course materials, complete the settings table below from memory. Then compare your answers to the lesson reference. Repeat this exercise until you can complete it in under 2 minutes — that is the speed you will need on the floor.

- For a dim ballroom with table candles and bounce flash available, write down your starting ISO, shutter speed, aperture, and flash power setting. Explain why you chose each value.

- For a concert venue with colored stage wash and no-flash restriction, what is your minimum shutter speed and why? What would you sacrifice — depth of field, ISO, or motion freeze — if the performer moves into darker stage area?

- Describe the histogram characteristic of a correctly exposed event portrait in mixed light. What does it look like and what would a clipped highlights histogram tell you to fix?

- You switch from a bright conference room to a dark cocktail lounge in 30 seconds. Write the three camera adjustments you make, in order, and the exact values you would use.

Worksheet: Lighting Zone Reference Card

Fill in this reference card during your venue walk-through or from your pre-event test shots. Keep it accessible on your phone during the event as a quick-reference guide.

Zone 1 name (e.g., Main stage)

Zone 1 ambient EV from test shot

Zone 1 color temperature estimate (Kelvin)

Zone 1 starting ISO

Zone 1 starting shutter speed

Zone 1 starting aperture

Zone 1 flash strategy (bounce / fill / none)

Zone 2 name

Zone 2 ambient EV

Zone 2 color temperature estimate

Zone 2 starting ISO

Zone 2 starting shutter speed

Zone 2 starting aperture

Zone 2 flash strategy

Zone 3 name

Zone 3 ambient EV

Zone 3 color temperature estimate

Zone 3 starting ISO

Zone 3 starting shutter speed

Zone 3 starting aperture

Zone 3 flash strategy

Checklist: Flash Setup Checklist

- Set camera to Manual mode before testing flash in each zone
- Set flash to TTL mode as starting point, then adjust flash exposure compensation
- Angle flash head 45–60 degrees upward for standard ceiling height
- Add a small white reflector card to flash head for eye catchlights
- Test bounce flash with a single shot and review the histogram and shadow quality
- Dial flash exposure compensation to -1 EV for a natural fill look
- Confirm flash sync speed does not exceed the camera's maximum (usually 1/200–1/250s)
- Switch to high-speed sync if shooting at faster shutters in bright conditions
- Check backup speedlight batteries are loaded and flash fires on test
- For no-flash zones: switch to electronic silent shutter and confirm you are in Manual mode with high ISO preset

Multi-Shot Coverage Strategy

Practice the priority tier system and three-shot sequence strategy so that coverage decisions under pressure become automatic rather than stressful.

Exercise: Three-Shot Sequence Planning

Choose three key moments from a real or hypothetical event. For each moment, plan the exact wide, medium, and close-up shots you would take — including your position, focal length, and the specific composition.

- For an award handoff on a stage: describe your wide shot (position, focal length, what is in frame), medium shot (position, focal length, subjects), and close-up (position, focal length, what emotional detail you are capturing).

- You have access to a keynote for 5 minutes during setup and then must stay at the back of the room. Which of the three-shot sequence shots can you get from the back? Which requires a position change? How do you handle it?
- A networking photo falls apart — the two subjects are distracted and facing away from you. Describe the alternative shot you take instead that still tells the story of that moment.
- The event runs 25 minutes late and you must cut one of your three planned Tier 2 group photos. Which one do you cut and why? What would you say to the client if they ask about it during delivery?

Worksheet: Real-Time Coverage Tracker

Print this sheet and carry it on a clipboard during the event, or open it on your phone. Check off each Tier 1 and Tier 2 shot as you capture it to confirm coverage without breaking your shooting rhythm.

Tier 1 Shot 1 — description

Tier 1 Shot 1 — captured (Y/N)

Tier 1 Shot 1 — time captured

Tier 1 Shot 2 — description

Tier 1 Shot 2 — captured (Y/N)

Tier 1 Shot 2 — time captured

Tier 1 Shot 3 — description

Tier 1 Shot 3 — captured (Y/N)

Tier 1 Shot 3 — time captured

Tier 2 Shot 1 — description

Tier 2 Shot 1 — captured (Y/N)

Tier 2 Shot 2 — description

Tier 2 Shot 2 — captured (Y/N)

Tier 2 Shot 3 — description

Tier 2 Shot 3 — captured (Y/N)

Schedule deviation (minutes late at 90-min mark)

Tier 3 items dropped due to schedule (list)

Access restrictions encountered (describe)

Notes for delivery email

Checklist: Post-Event Coverage Self-Assessment

- Confirm every Tier 1 shot was captured before leaving the venue
- Review the coverage tracker and note any Tier 2 shots missed and why
- Identify the three strongest images from the event before importing
- Note any access or flash restrictions that limited coverage — document for delivery notes
- Confirm all cards are accounted for and secured before leaving the venue
- Check that camera time was correct on all bodies (affects file naming in Lightroom)
- Note any client feedback or requests received during the event for delivery follow-up

Post-Production and Same-Day Delivery

Build and practice your culling, editing, and delivery pipeline so you can consistently deliver a professional gallery within the agreed same-day window.

Exercise: Culling Speed Practice

Import 200 or more images from a recent shoot (event or otherwise). Time yourself through a full two-pass cull using the system from Lesson 10. Record your time and the ratio of selects to total images for three separate sessions.

- After your first timed cull session, what was your total time and select ratio? What was the most common reason you rejected an image in Pass 1?
- In Pass 2, describe the criteria you used to flag versus skip an uncertain image. Write the exact mental test you applied.
- After three cull sessions, has your speed improved? What specific habit change made the biggest difference?
- A client calls during your cull and says they need the gallery in 2 hours instead of the agreed 4 hours. How do you adjust your workflow to meet the new deadline without compromising quality?

Worksheet: Post-Production Session Log

Complete this log for every event delivery to build a performance baseline and identify workflow bottlenecks over time.

Event name

Event date

Total raw files imported

Cull Pass 1 time (minutes)

Rejected count after Pass 1

Cull Pass 2 time (minutes)

Flagged selects after Pass 2

Final delivery count after review

Number of lighting zones requiring separate batch edit

Preset name used

Batch edit time (minutes)

Individual hero edit count

Individual hero edit time (minutes)

Export time (minutes)

Upload time to gallery platform (minutes)

Total post-production time (minutes)

Agreed delivery deadline

Actual delivery time

Delivery on time (Y/N)

Client feedback received

Checklist: Same-Day Delivery Quality Checklist

- Confirm final gallery count is within agreed range (typically 80–120 images for a 4-hour event)
- Verify at least one wide, one medium, and one close-up shot for each Tier 1 and Tier 2 moment
- Confirm all images have consistent color treatment — no jarring tone shifts between adjacent photos in gallery sequence

- [] Check that no test shots, flash misfires, or eyes-closed frames made it into the delivery set
- [] Verify file naming follows agreed convention (EVENTNAME_YYYYMMDD_001.jpg)
- [] Confirm gallery is password-protected on Pixieset or Pic-Time before sending the link
- [] Confirm download permissions are set correctly (full download for paid client)
- [] Send delivery email with gallery link, password, download instructions, image count, usage license, and archival policy note
- [] Save a local backup of the delivery set before closing Lightroom
- [] Archive raw files to a second drive or cloud backup within 48 hours

Your Action Plan

1. Download and customize the Shot List Template for your next event and share it with your client contact for confirmation before the event date
2. Conduct a camera settings drill using the Lighting Zone Reference Card worksheet — practice setting each of the six lighting scenarios in under 30 seconds
3. Book a low-stakes event (community gathering, local meetup, family event) as a practice run and use every worksheet in this workbook
4. Set up your Lightroom library with named collections for each lighting zone type and save a batch-edit sync preset for each
5. Create a Pixieset or Pic-Time account, build a test gallery, and practice the full upload-and-deliver flow before your first professional delivery
6. Write and save your delivery email template with all six required elements so you can send it immediately after gallery upload
7. Conduct a full timed post-production session on 200+ practice images and log your time in the Post-Production Session Log
8. Save the Lightroom JPEG export preset described in Lesson 12 as a named preset in your library
9. Research the flash and photography access policies for the venue type you photograph most frequently and build a venue-specific briefing question list
10. After your next event, complete the Post-Event Coverage Self-Assessment checklist and identify one skill to focus on for the following event

