



Discovery  
Weekends  
36 hours that could change your life

# Photography Handbook

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Discovery Weekends

# Photography Handbook

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## photographer overview

Taking pictures during set up and the Weekend itself is obviously the photographer's main role. Having an eye for photos and an understanding of putting together a slideshow is very important. The slideshow is shown Sunday morning to the participants and then to the families. We all have a story and on the Weekend the participants hear six stories, but then discuss their own stories at the tables. As the threads of our lives intertwine a beautiful tapestry is created that is unique to that Weekend. It is a one of a kind. That group of people will never all be in the same place again. It is the job of the photographer to tell the story of the Weekend. It becomes a powerful tool that allows the participant an opportunity to revisit the milestones of the Weekend. The Lord does a deep work during the 36 hours that we spend together. It is easy for some of those intimate moments to blend into one by Sunday morning. The photographer captures the changes as they take place – much like time-lapsed photography of a flower bud opening or a butterfly emerging from a cocoon. During the process, it is difficult to see the fullness of the transformation.

“Photography takes an instant out of time, altering life by holding it still.”

--Dorothea Lange

The photos that will be taken are of both group and intimate shots of the participants. It also includes shots of the Discovery Team during setup prior to the Weekend. This gives the participants a glimpse of the preparation process. A list of needed shots is included at the back of this handbook. Feel free to take additional candid shots when the opportunity arises, but make sure you take all the required shots from the list. This list has been developed over the course of several productions and has proved to contain important reminders in producing the video.

Discretion should be used when taking photos (i.e., not right in people's faces). A telephoto lens should be used when possible, especially for intimate shots. Appropriate music should be used as a background to the slide show. You might want to consider a song that was especially meaningful during the Weekend.

Two photographers are preferred, but that does not workout for all Weekends. When there are two photographers, it works great because they can split up and cover different areas at the same time. It also allows one to start working on the slideshow while the other continues to take pictures.

## team meetings & the weekend

The Photographer attends Support Team meetings, but will be under the direction of the Discovery Coordinators.

Photographers, along with all team members, meet at the retreat center on Thursday before the Weekend—usually in late afternoon. Since the photographer's job is to create a visual presentation of

all that goes into the Weekend, pictures should be taken all during set up.

During team introductions on Friday night, The photographer will be asked to share their name, role on the Weekend and the fact that they are taking pictures to create a slide show for Sunday morning.

## *responsibilities - commitment*

The following list is an overview of your responsibilities, which are further detailed in the subsequent paragraphs:

1. Be available to the Coordinators throughout the teaming process and weekend event.
2. Read and follow the instructions as outlined in his handbook.
3. Attend weekly meetings. Photographer meets with the Support Team.
4. Attend the Weekend Thursday afternoon—Sunday AM.
5. Photographers are under the direction of the Coordinators.
6. Be available when the sound system is being set up. Although we usually have a designated Sound team member, it is always good for more than one person to have a working knowledge of the sound system—when possible.
7. Pray for and contact your Prayer Partner 2 times a week. You are encouraged to make one of those times a face to face meeting.
8. Take pictures during setup and the Weekend itself. A list of shots that should be included in the slide show are included at the back of this handbook.
9. Prepare the slideshow from the pictures taken during setup and the Weekend. The slide show is shown on Sunday morning after the families have been reunited.
10. Save ALL of the pictures on a CD or DVD and give to the DW Director. The DW home office uses pictures for marketing, as well as the website. Pictures that might not make it to the slideshow may be perfect in another area.
11. We do not make copies of the slide show DVD or Weekend photos for distribution to team or participants. Only exception is if Coordinators would like to print pictures for participants of their individual tables as a keepsake.
12. Keep short accounts. If an offense (no matter how small) occurs deal with it quickly and directly.

## equipment needs

Discovery Weekends does not provide camera equipment; therefore you will need your own. Please adjust your camera to silent mode, so that the participants do not *hear* every picture you take. Please bring your laptop to create the slide show. If you are using a Mac, please keep in mind that on Sunday morning the DW equipment is a PC. Save the slideshow to a DVD to use for the Sunday morning presentation. The DVD should be given to a DW Director as they maintain a library of all DW slideshows.

## special role

As photographer, you have a special role. You will “see” the Weekend from a different vantage point and capture special moments forever in time. The slideshow on Sunday morning allows the participant to look back and see how far they journeyed in 36 hours. It will help them grab hold of emotions that were experienced. Watch for candid shots that depict the greater story of hearts being transformed. However, always be careful to honor the privacy and intimacy the individual is experiencing in their “moment.” There’s nothing like being lost in the Father’s embrace only to have a camera’s flash abruptly bring you back into the here and now. We never want to interfere with the greater work that is being accomplished in the Spirit. We just want to gently record it when possible.

## other important information

Listed below are shots that work well in the slideshow. You are not limited to these, but we have found that this is a good list of pictures that tell the story of the Weekend.

### Registration

**Two Photographers:** Both photographers go with the team to registration. One photographer goes back with the Table Leaders and Support Team. That way they are at the retreat center and can take pictures of the participants as they get off the bus. The other photographer stays back and rides the bus with the participants. That allows for shots of the participants on the bus.

**One Photographers:** Photographer goes with the team to registration and rides the bus back with the participants. Sit at the front so you can exit quickly and prepare to take pictures of the participants as they get off the bus.

### Group Shots of Each Table

We need group shots of each table (includes the participant and Table Leader). As with all things be intentional about this. What we have found works best is to take pictures of three or four of the

tables on Friday night and then the remaining ones on Saturday. The best time to do this is to catch a table during a break time. Just get them to huddle together and have one of the participants hold their table number sign. This is helpful for a lot of reasons. It makes it easier to identify people later on. Although, it is more interesting to try to get these group shots outside, it takes too much time.

### **Participant Group Shot**

Sometimes it is hard to find a time to get a group shot of all participants. We have found the best time is immediately after the Saturday morning devotional while everyone is still seated. Have them move in close if needed.

### **Stealth Mode**

Your goal for the Weekend is to blend in and not be seen. Please honor the participants and their personal space as you attempt to record the story of the Weekend through pictures. Use a telephoto lens whenever possible.

### **Saturday Evening Pictures**

Saturday evening is a very intimate time for the participants. While we want pictures depicting the journey we want to be selective. If at all possible, try NOT to use a flash. We would almost prefer darker pictures than to have the flash disrupt the participants experience.

**Forgiveness Session (Women's DW):** Please refrain from taking pictures during this very intimate time.

**Upper Room Setup Pictures:** When taking pictures of the Upper Room setup, please maintain an attitude of prayer. Eternal decisions are often made at that point of the Weekend and from the first moment setup begins until we wrap up for the evening, that ground is considered holy. During setup the prayer team will be present praying and inviting the Holy Spirit to fill the room with His presence. ALL team members are encouraged to avoid chit-chat and cutting up during setup. Although your role is photographer, you also share the role as intercessor as you are able to pray and intercede as you are taking pictures.

**Foot Washing:** Take a couple of shots of just bare feet on the floor. We have to consider that families will see the video and some may be future participants. We don't want to save the foot washing as a surprise for their participant Weekend. For the participants, seeing bare feet on the floor will be enough of a reminder to connect them with their experience. Take a couple of shots then pick the best one. No need to have multiple pictures of people's feet. :-)

**Prayer Shawls (Women's DW):** No pictures of the prayer shawls. This just does not translate well and looks more like everyone is wearing hoods. We would not want a future participant to draw their own conclusion from that image!

# list of pictures needed for slide show

Complete	Photo Description
	Title slide with logo (obtain from Coordinator or Admin)
	Loading trailer
	Retreat building outside shots
	Meeting room - empty
	Meeting room - carrying in equipment
	Meeting room - setting up Tables
	Meeting room - putting up curtain
	Meeting room - putting stuff on Tables
	Meeting room - completed Table
	Meeting room - completed room
	Registration - participants getting out of car
	Registration - big smiling face
	Registration - family shots
	Registration - participants/team talking
	Registration - Admin at check-in table
	Registration - loading baggage vehicles
	Registration - Coordinator's final briefing
	Registration - loading bus
	Bus - Inside the bus
	Bus - Getting off and going to rooms
	Participants & TL at Table 1 with Table name
	Participants & TL at Table 2 with Table name
	Participants & TL at Table 3 with Table name
	Participants & TL at Table 4 with Table name
	Participants & TL at Table 5 with Table name
	Participants & TL at Table 6 with Table name
	Participants & TL at Table 7 with Table name
	Friday night video photos
	Praise and Worship Friday night
	Title slide - A Woman and Her God—photo of DW journal page
	Story #1 Presenter
	Prayer partner hug
	Table discussion shots
	Friday night video photos
	Praise and Worship Friday night
	Title slide - A Woman and Her God—photo of DW journal page
	Story #1 Presenter
	Prayer partner hug
	Table discussion shots

Complete	Photo Description
	Title slide - Mentors journal page
	Story #2 Presenter
	Prayer partner hug
	Table discussion shots
	Team wake up serenade song
	Breakfast preparation
	Participant group shot after morning devotion
	Breakfast shots
	Praise and Worship
	Title slide - Wholeness/Integrity journal page
	Story #3 Presenter
	Prayer partner hug
	Table discussion shots
	Praise and Worship
	Title slide - Family journal page
	Story #4 Presenter
	Prayer partner hug
	Table discussion shots
	Lunch shots
	Praise and Worship
	Title slide - World/Church journal page
	Story #5 Presenter
	Prayer partner hug
	Table discussion shots
	Praise and Worship
	Title slide - A Woman and Her Sisters
	Story #6 Presenter
	Prayer partner hug
	One-on-one - teaching
	One-on-one - walking out
	One-on-one - outside shots
	Dinner prep
	Love Power - letters
	Love Power - kleenex
	Love Power - crying
	Serenade - family group shot in dining hall
	Serenade - families singing
	Serenade - participants singing
	Dinner - serving
	Dinner - eating
	Title slide - Man & His World or Power of Woman's Influence Journal Page
	Teaching Presenter
	particpants watching talk
	Communion - setup, lights on

Complete	Photo Description
	Communion - setup, lights off
	Communion - setup
	Footwashing - close-up of foot
	Footwashing
	Communion - praying
	Communion - serving
	Communion - kneeling
	Prayer team - group shot
	Support team - group shot
	Table Leaders - group shot
	Coordinators - group shot
	Title slide - Weekend theme
	Logo for the weekend
	Slide showing dates of next weekend. Obtain from Director.