

PHOTOGRAPHER'S ASSISTANT
DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!

1. Check in at the Information Table located outside the Library/IMC. Get your name tag and proceed to the Photography Room located in the Dance Studio.
2. The duties of the Photographer's Assistant include assisting the students in filling out forms for picture orders, checking the forms to make sure they are complete, collecting money, processing credit cards, giving receipts, and providing assistance to the photographer if needed.
3. The Photographer's Assistant is also responsible for not allowing any parents or chaperones to enter the photography area as we do not want them taking photos of the group.
4. Offer to bring food and/or beverages to the photographer.
5. If any problem develops that you cannot handle, send one of our Student Volunteers to the Information Table for assistance. We also have the services of a GBS security staff person in the building for Jazz Fest. Please write a brief description of the problem on the incident form at your station. Note your name and time of the incident. This is extremely important for Mr. Wojcik should an incident occur.
6. After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your name tag.

Thanks very much for your help at Jazz Fest!