

2012 Chorus Photography Chairman Information

Thank you for volunteering to be the **photography chair for your chorus**. To get any additional or individual forms you need to go to our website www.erlpoto.com. On the website there will be a section for Regional Photography and under that heading a page of "forms" that you view or download as PDF files for ordering photos. One of the forms is the INDIVIDUAL ORDER FORM which is intended for your members. You should print enough forms to give to each member for their information. **THIS IS NOT THE FORM YOU HAND IN.**

- 1) 4 to 5 weeks prior to the Competition tell the members about the Individual Order Form and how to fill them in. Set a DATE for them to be returned to you. We suggest a cutoff date that is at least the next to the last rehearsal prior to competition. This leaves the last rehearsal for latecomers
- 2) We offer 8 sizes. These are explained on the Individual Order Form. There are no restrictions on what you may order, but I ask you to use COMMON SENSE. A chorus of 24 will not fit into an 8x18 unless you all stand in one row! If you are in a normal pose I would have to cut off half your bodies. Tell the members to use the size chart on the form to best judge the size suited to your chorus. Chorus on stage numbers change from year to year, so last year's size may not be best. Please call us for advice.
- 3) Collect all the Individual Order Forms and checks from the members. Have them make any checks out to the CHORUS. Summarize the orders on the Summary Sheet Form. This form is FOR YOUR USE ONLY. You will need to fill in the Master Chorus Order Form. If your chorus wants to use the image on the web and in publicity order the PUBLICITY CD. This will contain a web friendly image for use in promotions and gives you the rights to use the photo in all advertising. If you need a high-resolution file for publications I will send the file directly to the printer via email at no charge to you if you have purchased the Publicity CD.
- 4) When you have all the members orders fill in the Master Chorus Order Form. Total all print sales and enter them on the Form. Add the Publicity CD if you want one and add the shipping fee and total the order. Have your Treasurer write a check to Lilley Photography and paperclip it to the Form. All payments are to be in US\$. PLEASE TAKE CARE IN THE COSTUME DESCRIPTION. In a given year we may see 10 "Blue Dress" costumes. Provide details that are obvious to the viewer. (like "Male Director")
- 5) All orders will be shipped via Priority Mail. Canadian orders will be shipped via International Air Mail. Canadian orders will be subject to duties and taxes in crossing the border.
- 6) Bring the Order Form and check to the competition. It is essential that the Order Form arrives in the Photography Room at the same time as the chorus does. As you enter the room give it to the photographer or their assistant. If your chorus has any special requests tell the photographer at this time.
- 7) IF WE ARE DOING ON-STAGE PHOTOGRAPHS you need to give the form and check to your Director or Team Leader to bring to the Chorus Briefing. The forms will be collected by the Region at this time. On your order form write down in large letters if your last pose is your photo pose or you are going to shift into another pose. Write "Final" or "Shift" to let us know what to expect so we will be ready.
- 8) Delivery of the photos will be in 3 to 4 weeks (sometimes sooner) from the date of the Competition. Please check your order carefully on receipt. If you are missing anything or have damaged prints please call us right away so we can fix the problem quickly. If you call after hours leave your Region, Chorus name and return phone number.
- 9) All photos are sold with a satisfaction guaranteed or your money back policy. If anyone is not satisfied with the print, please return the print to us for a full refund.

That's it Sing well and we will see you at the competition!

Yours in Harmony

Lilley Photography
Phone 800-766-3220

email erlphoto@comcast.net,

website www.erlphoto.com

2012 GETTING READY FOR YOUR ON-STAGE CHORUS PHOTO

If your Regional Management Team has elected to have your chorus photographed on-stage after you compete please follow these suggestions.

Upon completion of the applause for your second song the judges will stop scoring you. You will then have to RAPIDLY get into your photo pose. We will only have a short period of time to take the photo as other choruses will be waiting to enter.

I will be positioned in the center of the auditorium as high as I can get, usually in the first row center of the balcony. When you feel the chorus is ready give me a salute and I will proceed. **We have no way of pre-warning you of exactly when we will be taking the photo so you have to "HOLD THE POSE AND SMILE"**. We will be taking 4 poses in about 20 seconds and then the lights will start to dim. At that time you may begin to file off stage.

Since we are way back in the auditorium, **we cannot assist you in aligning the chorus.** You REALLY need to practice getting the chorus into the pose. Tell your members to look at a point far away and up high for alignment. Since we are in the balcony, faces should show well except if you have a very short person behind a very tall person. Most singers position themselves to see the Director. From 50 feet away this causes many overlaps of faces on the edges of the chorus.

For the Director

It is critically important for your director to take the time and take a final look at the chorus before giving me the salute. You cannot align the members from your normal director position. You need to go to the edge of the stage and look from there. The members should turn TOWARD THE AUDIENCE, not to the center as per usual.

If you are moving the chorus in tighter from your final pose make sure both sides move in the same distance. This is where practice counts. Very often one side moves in and the other doesn't, making for an unbalanced photo.

We have no control whatsoever over objects that are part of the auditorium stage, such as microphones, tape marks, speakers or the background. We will be using the existing light for illumination. We will be covering up the judges in the pit with a datestrip. I will fix what I can, but a microphone in a face is impossible to fix.

If you are going to place yourself in the center front row of your chorus be aware of microphones on stands. If you kneel down be sure you are not directly behind a microphone! Move a little to one side or the other. You are too beautiful to hide!

We hope this helps! If you have any questions, please call 800-766-3220 and we are very anxious to assist you in any way we can.

Ed, Sue, Wyeth, Pat, Jeanie and Jim



2011 INDIVIDUAL ORDER FORM FOR CHORUS PHOTOGRAPHS

Chairman! Do not give this to the photographer. It is for your use.

At the Regional Lilley Photography will be photographing your chorus either just before or just after you compete on the Stage. To obtain copies of this photo please read the information below and fill out this order form. Please hand the bottom portion of this form to your Chorus Photo Chairperson **by the cutoff date** along with payment in full.

If you are not satisfied with your photos for any reason you may return them to the photographer for a full refund.

Sizes Available

Small: 4x6 - Wallet (2.5x3.5)

Large: 8x18 - 8x16 - 8x14 - 8x12 - 8x10 - 5X7

Chorus Size Selection Table

8x10 is suggested for choruses up to 30 members On stage

8x12	"	"	"	"	40	"	"
8x14	"	"	"	"	50	"	"
8x16	"	"	"	"	60	"	"
8x18	"	"	"	over	70	"	"

INDIVIDUAL ORDER FORM

Please return this portion to your Chorus Photo Chairperson with check payable to the chorus

Name _____ Phone# _____

Please indicate how many copies of the sizes listed below you would like to order.

_____ 8x18 @ US\$18 = \$ _____

_____ 8x10 @ US\$14 = \$ _____

_____ 8x16 @ US\$17 = \$ _____

_____ 5x7 @ US\$13 = \$ _____

_____ 8x14 @ US\$16 = \$ _____

_____ 4x6 @ US\$6 = \$ _____

_____ 8x12 @ US\$14.5 = \$ _____

_____ Wall @ US\$3 = \$ _____

Total Order = US\$ _____

Make check payable to chorus

Telephone 800-766-3220 email: erlphoto@comcast.net Website: www.erlphoto.com

2012 CHORUS PHOTOGRAPHY MASTER ORDER FORM

Region # _____ Chorus Name _____ #onStage _____

Costume Description (be specific) _____

Contact Name _____

Mailing Address _____

City _____ State/Prov _____ Zip/ _____

Phone (____) _____ - _____ Email _____

Website _____

Photo Order: Please indicate total number of each print size you wish to reorder:

# of Photos	Size	Price Each	Total	# of Photos	Size	Price Each	Total
_____	8x18	@\$18.00	=\$ _____	_____	8x10	@\$14.00	=\$ _____
_____	8x16	@\$17.00	=\$ _____	_____	5x7	@\$13.00	=\$ _____
_____	8x14	@\$16.00	=\$ _____	_____	4x6	@\$ 6.00	=\$ _____
_____	8x12	@\$ 15.00	=\$ _____	_____	Wallet	@\$3.00	=\$ _____

Publicity CD \$15.00 =\$ _____ (A web quality color file for publicity use only)
 Subtotal \$ _____

Shipping: If you are ordering 8x10 and /or smaller the total shipping will be \$5.00. If you are ordering any size larger than 8x10 please add \$10 for shipping. Canadian order will be \$15.00.

Shipping \$ _____
 TOTAL \$ _____

Make check payable to Lilley Photography

Bring the completed MASTER order form and payment to the photo room in the competition Pattern OR to the chorus briefing if we are on-stage. All photographs are satisfaction guaranteed or your money will be refunded upon return of the prints to the photographer.