



Photography Team Expectations

- KMC Onstage production photos are taken on Monday and Tuesday of Tech Week.
- Photographer volunteers may shoot up to two nights of photos. A minimum of 1 and a maximum of 3 photographers may shoot each night. Photographers who are shadowing to gain experience are not included in the photographer count.
- Photographers are considered “project volunteers” and are eligible for two comp tickets to any performance of each show they photograph, per the [KMC Onstage Comp Ticket Policy](#).
- Each photographer is expected to provide a minimum of 10 edited photos ready for publication on social media within 24 hours of shooting.
- Each photographer may provide a maximum of 200 final edited images per show. Final images must be submitted to the team lead no later than Thursday of tech week.
- Photographers will be credited for their work in all official publication forms: on social media, in the official MWR Flickr albums, on photo boards posted in the lobby, and any photos provided to media outlets or other organizations for promotional purposes. Photo credit will contain the label “Photo courtesy of [Photographer].”
- Per IMCOM-Europe Entertainment guidance, all Active Duty volunteers must be identified by rank and name.
- If photographer has a social media account or website they would like tagged, please inform KMC Onstage Staff. We will tag requested account on at least one post per production.
- Photo submission process:
 - Please add all edited images (JPG or PNG format) to a Google Drive FOLDER (not album), and share the folder with kmconstage.photos@gmail.com.
 - Photo Team Lead or KMC Onstage Staff will upload all images to the official USAG Rheinland Pfalz MWR Flickr account. Each photo will be labeled with the year, show title, director, and photographer credit. This is the official photo archive for all KMC Onstage production photos.
 - Social Media Team or KMC Onstage Staff will select and use images to promote the production on social media, ensuring proper photo credit for every post.
 - Photo Team Lead or KMC Onstage Staff will select images to print and post on photo boards in the lobby for each show, accompanied by signage listing all photographers whose work is showcased.

Photo Team Lead Position Description

- Photo Team Lead is considered a “permanent volunteer” and is entitled to one comp ticket for every show in the season, per [KMC Onstage Comp Ticket Policy](#).
- Photo Team Lead will coordinate with photo team and ensure that 1-3 photographers are scheduled for Monday and Tuesday of each tech week.



- Photographers will be scheduled based on availability and interest, but Photo Team Lead will ensure that all Team members are given equal opportunity to shoot throughout the season. Photo Team Lead may also serve as photographer.
- Photo Team Lead will ensure that team members provide a minimum of 10 edited images within 24 hours of each rehearsal, and share those images via Google Drive Folder with kmconstage.photos@gmail.com Photo Team Lead will have access to this gmail address.
- Photo Team Lead will upload images from Google Drive folder to official MWR Flickr account, using the approved title format:

Album Title: Year Show Title

Album subtitle: Directed by [Director], Photos by [Photographers]

Album added to Collection: KMC Onstage Productions

Upload photos:

Year Show Title, KMC Onstage [Mainstage/Studio/Youth]

Additional Info: Directed by [Director], Photo by [Photographer name and rank for each individual image]

- Photo Team Lead will share Google Drive folder for each show with Social Media Team for promotional purposes.
- Photo Team Lead will follow up to ensure that photographers provide final images (max 200) uploaded into designated Google Drive folder no later than Thursday of tech week
- Photo Team Lead will coordinate with KMC Onstage Staff to select 10-20 images for printing and display on lobby photo boards, along with accompanying signage.