




# Best Practices & Procedures

## ENDS OF THE EARTH CYCLING



### **Instructions For Use:**

### ***PHOTOGRAPHER – Support Staff Roles***

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	<b>PHOTOGRAPHER - Support Staff Roles</b>	

## **I. PURPOSE**

(THE "WHY" FOR THE DOCUMENT)

The purpose of this directive is to establish procedures to give the designated person(s) assigned as "Photographer" an outline of "best practices" and daily procedures. These will help them understand their role throughout the day and help to insure smooth operation throughout the tour.

We understand that during tours; situations happen, things change, and sometimes we have to change with them. This document is meant to be "Best Practices" and should be adhered to, but is subject to change under the discretion of Ends Cycling CREW and Ride specific leadership to best glorify the Lord in the given circumstance(s).

## **II. ROLE DESCRIPTION**

(THE "WHY'S" & "HOW'S" FOR THE ROLE)

### **OVERVIEW**

(“WHY” THE ROLE EXISTS)

It is Ends Cycling’s goal to capture the overall event through still-frame digital media. This position is usually set up ahead of time by the Ends of the Earth Cycling Executive Director or designee.

### **FUNCTIONS AND ROLES**

(GENERAL OVERVIEW OF ROLE)

**Needed:** 1-2 person(s). The Photographer on an Ends Cycling tour is a story-teller. They are in charge of capturing the overall event through still-frame digital media. This involves post-processing photos and getting them to Ends Cycling leadership/CREW to ultimately be shared with participants via our Google Drive account.

Photographers will have the opportunity to ride or “float” in different support vehicles throughout the event to capture the fun and God-moments that happen on a tour. It is their goal to capture these moments for all of our participants (support staff, cyclists and runners).

### **GENERAL RESPONSIBILITIES**

(DETAILED BREAKDOWN OF ROLE)

#### **A) Equipment**

- 1) Photographer must provide their own equipment

#### **B) Things To Note**

- 1) This is a support staff role. Sorry, no photo-cyclists allowed, only photo ninjas!
- 2) We have each participant in the tour sign a photo/video waiver, allowing you the opportunity to capture their image and for us to use it on promotional materials.

	<b>Ends of the Earth Cycling</b> New Products & Promotions		
	ENDSEOF EARTH CYCLING Support Documents	No. of Items	

**To read more, sign-up for a tour and go to:**  
**[EndsCycling.com/supportdocs](https://EndsCycling.com/supportdocs)**

- (1) ...
- (2) ...
- (3) ...
- (4) ...
- (5) ...

**6. End of the Earth Cycling**

- (1) ...
- (2) ...
- (3) ...
- (4) ...
- (5) ...
- (6) ...

**7. QUALITY STANDARDS**

**Example:**

- (1) ...
- (2) ...
- (3) ...
- (4) ...

**8. EQUIPMENT AND TOOLS**

Equipment	Notes
...	...
...	...
...	...