

PHOTOGRAPHY/VIDEOGRAPHY__

Overview

This team member is responsible for taking pictures and short videos at team meetings and the Intro to Transformation Workshop, as well as of the team and Trainers during the training (not participants during the training), and video testimonies of some new graduates at the conclusion of the final day. Using a smart phone is the most viable option. Like every other member of the team, you exemplify the training itself by being its principles.

Responsibilities Before the Training

1. Take pictures and short videos (no more than 30- to 60-second clips at a time) at the Team Meetings, Info Meetings, and Set-up. You can make it fun – just a few sporadic photos and a short video asking about a team member's experience on the team so far, or just a fun video going around showing everyone busy at set-up and saying hi, etc. Be as creative as you want to be! Send all photos and videos after each event to marla@gapcommunity.com
2. Make arrangements for the group photo on the last day of training. Send the group photo(s) to marla@gapcommunity.com as early as possible but no later than 12pm the day after training.
3. Contact someone who has done this role before for tips, or contact the Director of Communications for thoughts as well at marla@gapcommunity.com

Responsibilities During the Training

1. Take pictures and short videos (no more than 30- to 60-second clips at a time) of the team during the training at different times.
Note: Do not take pictures of the participants while in the training.
2. Coordinate someone else coming in to take the group photo on the second day, to include all participants, team, and trainer(s). Or, arrange for a tripod photo.
 - a. It is important that you send these to the GAP Administrator & Director of Communications via email at janelle@gapcommunity.com and marla@gapcommunity.com no later than 12pm the day following the training.
3. At graduation, get at least 3 – 5 people to come aside at graduation or at the conclusion of the training to a more quiet space to record a few seconds saying their name, where they are from, and what they took away from this experience.
 - a. It is important that you send these to the GAP Administrator via email at janelle@gapcommunity.com or to (707)548-2192 by text no later than 12pm the day following the training.
 - b. Please make sure the video testimonies are no longer than 30-60 secs as the files will be difficult to send and the shorter testimonies are what work for the GAP newsletter.
 - c. Graduation is a very busy time! Let your 3 – 5 participants know you will be asking them later to record a very short testimony so they're aware ahead of time. Hold the phone horizontally (not vertically)! Find a

nearby (somewhat quieter with decent lighting) location right outside the main room and ask them to say the following:

- i. What is their name and where are they from?
 - ii. Ask them to share their (*BRIEF*) experience of Awaken/what impacted them personally.
- d. Choose the 3 – 5 people keeping the following in mind:
- i. Have they previously expressed a clear and positive impact from the training?
 - ii. Diversity. Ask both men and women, young and older, as well as different ethnicities/races.

Responsibilities After Training

1. Send the group photo and any remaining pictures and videos that have not already been sent to the Administrator and Director of Communications at GAP Community via email at janelle@gapcommunity.com and marla@gapcommunity.com. text to (707)548-2192.
2. Please send the 30 – 60 sec testimony videos asap and no later than 12pm the day after training, to janelle@gapcommunity.com or directly to Janelle's cell at (707) 548-2192.