

Lilley Photography

TO DO LIST FOR THE 2017 CHORUS PHOTO CHAIRMAN

The Regional team will be emailing you the necessary forms before the competition. **If you don't get any**, please email us at erlphoto@comcast.net and tell us you need the chorus packet. We will email you back all the forms you will need.

- 1) 6 weeks prior to the Competition hand out the "Individual Order Forms" to your members. Print enough for all of them. There is a space to enter a "cutoff" date. This date should be at least the **next to last rehearsal** prior to Competition. This leaves the last rehearsal for latecomers.
- 2) We offer 8 different sizes! They are explained on the Individual Order Form. There are no restrictions on the number of sizes you can order, *however, I ask you to use **COMMON SENSE***. A chorus of 24 will not fit onto an 8x18 photo unless you were standing in a single row. Tell the members to use the size chart to help them to decide which is the ideal size for your chorus. Also read the "How to pose a Chorus" form enclosed in this packet (give this form to your director and/or your Team leader.)
- 3) In order to use this chorus photo for advertising and publicity the chorus must purchase the Publicity CD. It costs \$20 and is a jpeg file. Ask your chorus leaders if they wish to do so. See the Master Order.
- 4) Collect all of the Individual Order Forms and checks from the members. Have them make out any checks **payable to the chorus**. Summarize the orders on the "Summary Sheet Form". **This form is for your use ONLY and should not be handed in to anyone**. Total all of the print sizes and fill in the blanks on the "Master Order Form". Check your arithmetic and total the order. Have your Chorus Treasurer write a check payable to Lilley Photography in US\$ and paper clip it to the order form. **Do not use staples as they can scratch the prints in handling.**
- 5) If the chorus prefers you can also pay by credit card or by PayPal. For credit cards just fill in the information at the bottom of the Master Order Form. If the credit card billing is sent to an address different from the photo chairman's please fill in the Street number (just the number and not the street name) and Zip/PC of the person who receives the bill. This is for security purposes. It is important to enter the 3 digit CVC code found on the back of the credit card.
- 6) To pay via Paypal just go to www.paypal.com, and click "make a payment." It will ask who the payee is and how much? You enter erlphoto@comcast.net as the payee and the amount in US\$. You give them your credit card number or Paypal account information and it is done! They will notify me and you will get an email receipt for the transaction. There is NO CHARGE to use PayPal. I pay any expenses just like I would do if you used a credit card for the transaction. Canadians will get the fair exchange rate on the exchange.
- 7) When filling in the Master Order Form please take care in the "Costume Description". At the end of a given competition we may have 3 "Red Costumes" in a Region so we need more detail. If you are wearing or doing something unique tell us that! Tell us if you have a male director, as they are becoming a rare occurrence these days.

- 8) Make sure that the address you give us is for Post Office Delivery. International orders are subject to duties and taxes.
- 9) **Bring the Master Order Form and a check (if not using a credit card/Paypal) to the Competition. Put it in an envelope with your chorus name on the outside.**
- 10) If we are taking the photos **on stage** bring the order form to the CHORUS BRIEFING. If you are not going, give it to your director or Chorus team leader to bring it when they go. There will be someone from the Region collecting them.
- 11) If we are taking the photos in a ballroom or other location bring the order envelope with you to the photo room and give it to one of my helpers.
- 12) Delivery of photographs will be in 2 or 3 weeks (sometimes sooner!). Upon receipt of the order check it carefully. **If you are missing anything or if there is damage to anything please call us right away so we can fix the problem.** If you call after hours leave a message on our machine giving your chorus name, your name and phone number and tell us what is missing. You don't have to explain anything else. We try to respond the next day. **WE ARE CLOSED SATURDAY & SUNDAY.** Our hours are 10 to 5 Eastern Time. You can also email us with the problem. We check emails everyday in season **EXCEPT when we are on the road shooting another Region.**
- 13) All photographs are sold with a satisfaction guaranteed or your money back. If anyone is not satisfied with their print for any reason, please return the print(s) within **30 days** of the competition to the studio for a full refund. You do not have to take any special care in returning the photo. Cut them up and put it in a regular envelope.
- 14) If your chorus wants to order the publicity CD after the competition I can deliver it via email. The charge is \$20 and there is no shipping! Just give me a call and you can have it quickly. Just give me a credit card number and email address and I can send it right off.

We hope this covers everything. If you have any questions, please call us at 508-432-2266

Your's in Harmony: Ed, Sue, Wyeth, Pat, Jim, and Marie
Together we are Lilley Photography

Email: erlphoto@comcast.net

Mailing Address: Lilley Photography, 820 Route 28, Harwich Port, MA 02646



820 Main St. Harwich Port, MA 02646
 Phone: May to October 508-432-2266 Nov. to April 727-474-8326
 email erlphoto@comcast.net

2016 REGIONAL CHORUS PHOTOGRAPHY MASTER ORDER FORM

Region # _____ Chorus Name _____ How Many Singers Onstage _____

Costume (be specific with visible details) _____

Contact Name _____ Mail Address _____

City _____ State/Prov _____ Zip/PC _____

Day Phone (____) _____ - _____ Email _____

Please PRINT email clearly! No script

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

# of Photos	Size	Price Each	Total	# of Photos	Size	Price Each	Total
_____	8x18	@\$21.00	=\$_____	_____	8x10	@\$16.00	=\$_____
_____	8x16	@\$19.50	=\$_____	_____	5x7	@\$15.00	=\$_____
_____	8x14	@\$18.50	=\$_____	_____	4x6	@\$ 7.00	=\$_____
_____	8x12	@\$ 17.00	=\$_____	_____	Wallet	@\$4.00	=\$_____

The Publicity File must be purchased to use any chorus photographs for publicity, including websites

Publicity File: \$20.00 =\$_____ (A jpeg color file for publicity use only)

Shipping Fees:

Up to 8x12 Largest Size: \$10.00 For whole Order Subtotal \$ _____

8x14 to 8x18 Largest Size: \$20.00 For whole Order

Canadian orders will be \$25.00.

Shipping

Subtotal\$ _____

TOTAL \$ _____

Make checks payable to Lilley Photography

Methods of Payment: Regional Groups may pay via PayPal, credit card or by check.

To Use PayPal: Go to www.paypal.com. Select "make a payment" from the menu. Enter payee as erlphoto@comcast.net. The program will ask you how much and your method of payment. **Type in the amount in US\$** and use your credit card as payment. That is it! You will get a receipt and you will not pay any service charges. PayPal will calculate the fair exchange rate for you. I will pay the service charges.

Bring this form with the check to the photo room in the pattern unless we are doing ON STAGE Photos. In that case bring the order form and check to the Chorus Briefing. If you are not going ask your Director/Team Leader.

Credit Card Info. Card Number _____

Exp. _____ CVC# _____ Name _____ Street Address of _____

Holder _____ ZipCode _____ **If you are not the card holder I need**



2016 INDIVIDUAL ORDER FORM FOR CHORUS PHOTOGRAPHS

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

At the Regional Lilley Photography will be photographing your chorus. 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, **please return them** within 45 days 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 is for Normal "Tight" Poses. If you are using a spread out pose or have arms extended up or outside of the chorus, the next biggest size might be preferable. Please use common sense. A group of 24 won't fit on an 8x18

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 Cash OR check payable to the chorus BY _____

Name _____ Phone# _____

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

____ 8x18 @ US\$21.00 = \$ _____

____ 8x10 @ US\$16 = \$ _____

____ 8x16 @ US\$19.50 = \$ _____

____ 5x7 @ US\$15 = \$ _____

____ 8x14 @ US\$18.50 = \$ _____

____ 4x6 @ US\$7 = \$ _____

____ 8x12 @ US\$17.00 = \$ _____

____ Wall @ US\$4 = \$ _____

Total Order = US\$ _____

Make check payable to chorus

Questions? Telephone 727-474-8326 email: erlphoto@comcast.net
Tues-Sat 10 to 5 Eastern Time

How to pose a chorus for your photograph

If you are standing on normal Risers they are curved. This is so that as you go to the outside of the chorus the member can turn inward slightly to be better able to see the director. This is fine for singing. It is not FINE for photos!

It is better to have all of the members looking and facing full forward, not toward the director OR to the sides. This allows more faces to be seen and makes the spacing as seen from the audience more even.

With “normal” risers the people on the outer edges become more “sideways” to the camera and overlap their neighbors more; the bigger the chorus the stronger this effect. To combat this effect your chorus has to practice the “outward turn” to face the audience. It is like trying to create a “wall of sound” for the audience rather than for the director.

You CANNOT judge head overlaps on a wide chorus from the director’s position. You need to go as close to the audience as you can and walk across the stage viewing how full forward the members are looking. In a ballroom situation I am 40 to 50 feet away and have a totally different view than you do standing 10 feet in front. Sometimes in an on-stage shoot I am 150 feet away! When you practice in rehearsal stand 50 feet in front to get a better view of how it will look in the photo.

When using hand or arm gestures be aware of hands or arms crossing in front of faces. Have the people in the back rows tell the person in front of them if they are being blocked.

When doing on-stage photograph the Director has to check if the microphones on stage are in front of **their face** relative to my position. The only thing I can do is yell “MICROPHONE” to let you know. In that case look for us and adjust your position left or right.

Think outside the box! Use the foreground. There is a lot of room to work with!

Try a “selfie” of the chorus. Everybody gathers inward like a pig pile looking out. It works!

If you are using props onstage you have to tell me what to include in the shot! Sometimes the props make the chorus twice as wide as normal and the faces smaller. Make a note on the order form to show the props fully OR to concentrate on the faces.

Watch out for short beautiful women in the second row covered up by the tall beautiful women in the first row! Have them exchange positions for the photo only.

Be aware that members don’t always wear their glasses on stage and can’t see very well!

Practice Practice Practice

The photographs we take are protected by copyright. If you wish to use our images for publicity or promotions you need to purchase the publicity CD for \$20.

Any questions, please give us a call at 727-474-2385
Email us at erlphoto@comcast.net

Sincerely Yours;

Ed, Wyeth, Sue, Marie, Pat, and Jim. Altogether we are Lilley Photography
820 Route 28, Harwich Port, MA 02646 Tuesday to Saturday, 10 am to 5 pm EST

COPYRIGHT LAWS

Please note that all photos taken by Lilley Photography have copyright protection.

It is illegal to download, scan or copy any of our photos without the written permission of the photographer.

Copyright laws for photography are the same laws used to protect the music you sing. Please respect our work and purchase the rights to use the photographs.

PUBLICITY CD

Purchasing the Publicity CD for a chorus or quartet gives you the legal rights to post the photo on your website and gives you permission to use the photos in advertising, publications and other promotional purposes. It is not for the photographic reproduction of images for personal use.

Please Respect our work and purchase the rights to use the photographs.

Any questions about using the photos for publications please call:

Nov – May15
727-474-8326(FL)

May15 - October
508-432-2266(MA)