



TO DO LIST FOR THE 2020 CHORUS PHOTO CHAIRMAN

- During or around the week of March 9, 2020 (6 weeks before the Competition) please hand out the “Individual Order Forms” to your members. Print enough for all of them to have one. There is a space to enter a “cutoff” date which is advised to be at least the next to last rehearsal prior to Competition.
- We offer 8 different sizes of prints. They are explained on the Individual Order Form. There are no restrictions on the number of sizes you can order, however there are recommendations of which size to choose based on chorus size. For example, a chorus of 24 will not fit onto an 8x18 photo unless you were standing in a single row. Advise the members to use the size chart to help them to decide which is the ideal size for your chorus. Remind member that photos are non-refundable so if they choose a size that doesn’t fit your chorus’ size they will get the print in the size they ordered and won’t be able to return it.
- In order for the chorus to have the legal rights to use the chorus photo in marketing, social media or printed material, the chorus must purchase the Publicity file. It costs \$25 and is a web resolution jpeg file. Ask your team leaders if they wish to do so. See the Master Order Form.
- 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 “Master Order Form”. This form is for your use ONLY and should not be handed in to anyone else. 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 Harmony Photography and paper clip it to the order form. If the chorus prefers you can also pay by credit card. 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 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.
- When filling in the Master Order Form please take care in the “Costume Description”. At the end of a given competition we may have a few “Blue Costumes” in a Region so we need more detail. If you are wearing or doing something unique tell us that! Also, please describe the director’s outfit if it is different.
- Make sure that the address you give us is for Post Office Delivery.
- **Bring the Master Order Form and a check (if not using a credit card) to the Competition. Put it in an envelope with your chorus name on the outside.**
- **Please 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.
- Delivery of photographs will be in 2 or 3 weeks from the last day of the Competition. 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 get our voicemail, please make sure you state your chorus name, your name and phone number and tell us what is

missing. You can also email us at harmonyphotography@outlook.com with the problem. We check emails daily.

- If your chorus wants to order the web resolution publicity file after the competition we can deliver it via email. The charge is \$25 and there is no shipping fee – just note this and the email address you would like it sent to on your master order form.

Please let us know if you have any questions – we look forward to working with you!

Angie Whitten

Harmony Photography

Email: harmonyphotography@outlook.com

Studio Address: 10211 128th St E, Suite B – Puyallup, WA 98374

Phone: 253.880.2672

Website: www.myharmonyphotography.com

Helpful tips on how to pose a chorus for your photograph

- The risers we stand on are curved, not straight. While this works for singing, having the chorus face full forward (down the tiles) is better for photos. This allows more faces to be seen and makes the spacing as seen from the audience more even. With SAI 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.
- You can’t 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. Remember, the photographer is 40 to 50 feet away and have a totally different view than you do standing 10 feet in front. 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.
- 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.
- Make sure someone who is shorter isn’t being blocked by the tall person in the row in front of her.

Publicity File

The photographs we take are protected by copyright. If you wish to use our images for publicity, social media, or promotions you need to purchase the web resolution publicity file for \$25. Any questions, please email me at harmonyphotography@outlook.com

Please note that all photos taken by Harmony 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. The publicity file 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 253.880.2672

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2020 REGIONAL CHORUS MASTER ORDER FORM

PLEASE PRINT CLEARLY

Chorus Name: _____ # of Members Onstage: _____

Detailed Costume Description: _____

_____ Email: _____

CONTACT NAME: _____ PHONE: _____

MAILING ADDRESS FOR ORDER: _____

PHOTO ORDER – PLEASE INDICATE TOTAL NUMBER OF EACH PRINT SIZE

# OF PHOTOS	SIZE	PRICE EACH	TOTAL	# OF PHOTOS	SIZE	PRICE EACH	TOTAL
_____	8x17.5	@\$24.00 = \$	_____	_____	8x10	@\$20.00 = \$	_____
_____	8x16	@\$23.00 = \$	_____	_____	5x7	@\$18.00 = \$	_____
_____	8x14	@\$22.00 = \$	_____	_____	4x6	@\$12.00 = \$	_____
_____	8x12	@\$21.00 = \$	_____	_____	Wallet	@\$8.00 = \$	_____
Publicity File: \$25 = \$ _____				Shipping Fee (see below) = \$ _____			
				SALES TAX (8.9% SPOKANE) = \$ _____			

SHIPPING FEES:

Up to 8x12 Largest Size: \$15 for Whole Order
8x14 to 8x17.5 Largest Size: \$20 for Whole Order

ORDER TOTAL = \$ _____

Please make checks payable to HARMONY PHOTOGRAPHY

Bring this order form and payment to the Chorus Briefing. If you aren't going, send it with Director/Team Leader

Payment Method (Circle One): Check (to Harmony Photography) } Credit Card (fill out below)

Credit Card Number: _____

Expiration Date: _____ CVC: _____ Name on Card: _____

Billing Address: _____ Billing Zip: _____



2020 REGIONAL CHORUS INDIVIDUAL ORDER FORM

CHAIRMAN - DO NOT GIVE THIS TO PHOTOGRAPHER, FOR YOUR USE ONLY

Harmony Photography is honored to be photographing your chorus photos at regional competition this year! To order copies of this photo, please return the bottom portion of this order form to your Chorus Photo Chairperson by the cutoff date, along with your full payment.

Chorus Size Selection - this is what is suggested for normal and tight poses. If you are using a spread out pose, have arms extended (up or out) or are using stage props, the next size up might be preferable. As all photo orders are final, please take care to use common sense when choosing the size of photos you order. A group of 30, for example, won't fit on an 8x18. You will get the size you order, so choose carefully!

- 8x10 is suggested for choruses up to 30 members on stage
- 8x12 is suggested for choruses up to 40 members on stage
- 8x14 is suggested for choruses up to 50 members on stage
- 8x16 is suggested for choruses up to 60 members on stage
- 8x17.5 is suggested for choruses over 70 members on stage

INDIVIDUAL ORDER FORM

Please return this portion to your CHORUS PHOTO CHAIRPERSON with Cash or Check payable to the Chorus BY Cutoff date of _____

Name: _____ Phone: _____

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

_____ 8x17.5 @\$24.00 = \$ _____	_____ 8x10 @\$20.00 = \$ _____
_____ 8x16 @\$23.00 = \$ _____	_____ 5x7 @\$18.00 = \$ _____
_____ 8x14 @\$22.00 = \$ _____	_____ 4x6 @\$12.00 = \$ _____
_____ 8x12 @\$21.00 = \$ _____	_____ Wallet @\$8.00 = \$ _____
	SALES TAX (8.9% SPOKANE) = \$ _____
	ORDER TOTAL = \$ _____

Make checks payable to your chorus!