

2022

Jowdy Training Manual



Photography



Jowdy Photography

Revised: 05/09/2022

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GENERAL STAFF RULES

Appearance and Uniform

Jowdy Photography employees are expected to maintain and project a professional image to the general public and our clients at all times. Attire that is neat, clean, pressed, and coordinated will meet our requirement that our employees “Look Sharp”. Employees of Jowdy Photography are expected to use good judgment in their dress and appearance.

Hair color & Facial hair: there are no restrictions on color or facial hair *however* employees are expected to keep your hair manageable, trimmed, and presentable to the general public and potential clients.



Uniform: black pants (not jeans) with a belt (Shorts may be allowed during hotter months with prior management approval) and a black Jowdy shirt/pullover. Shirts must be tucked into pants at all times. Stadium badge is provided by Legends and required to be worn at all times while at the Stadium.

Punctuality and Expectations

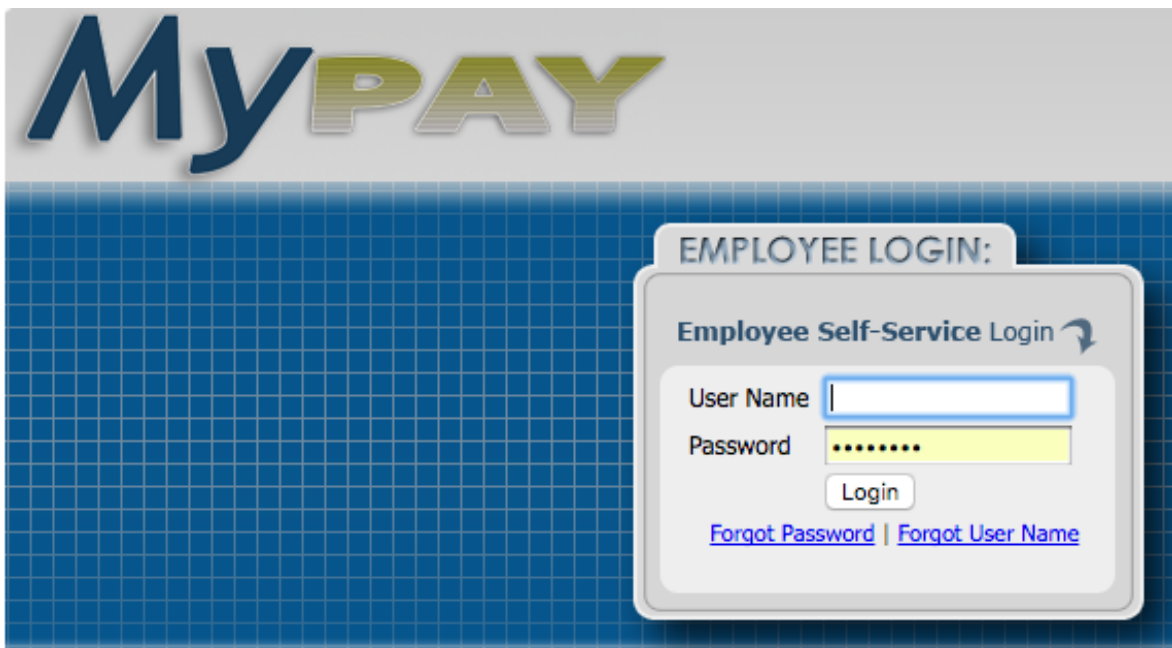
AT&T Stadium Tour Staff Employees are expected to arrive when scheduled. Failure to do so repeatedly will result in disciplinary action.

While it is understandable there are circumstances out of your control, obligations to tours, “off-site” events, meetings, game days, rally days, etc. are a priority when given advance notice

of your schedule and availability. You must notify a manager and the appropriate Tour Captain/Lead if you are running late or call out of work 30 minutes prior to the beginning of your shift. Failure to adhere to your schedule may result in disciplinary action per the Attendance and Punctuality Policy.

Time Clock

Jowdy Photography uses this online time-based clock management called MyPay. Tom (corporate) will be able to set you up with login information that allows you to clock in and out during a scheduled day.

The image shows a screenshot of the MyPAY web application. At the top, the 'MyPAY' logo is displayed in a large, stylized font. Below the logo, the background is a blue grid pattern. On the right side, there is a white login box with a grey border. The box has a tab at the top labeled 'EMPLOYEE LOGIN:'. Inside the box, the text 'Employee Self-Service Login' is followed by a circular arrow icon. Below this, there are two input fields: 'User Name' with a white text box and a blue border, and 'Password' with a yellow text box containing seven dots. A 'Login' button is positioned below the password field. At the bottom of the login box, there are two links: 'Forgot Password' and 'Forgot User Name', both in blue text.

1. Go to: <https://hralliance.net/ee/Login.aspx>
2. Enter your login information (User Name & Password)
3. Click the Web Clock tab
4. Click Clock in – out, respectively

Each person is responsible for clocking in/out for each of their shifts while adhering to their schedule. Failure to adhere to your schedule will be subject to disciplinary action. Missed entries can only be adjusted by your management staff. You are to clock in when you arrive at your workstation.

For further issues about your MyPay information, please reach out to Tom Abrahamson. (tom@jowdy.com)

TOUR INFO

Introduction

Jowdy Photography takes photos for both Public VIP Tours & Private VIP Tours. Tours attendance can range between 2 – 45 for Public, or 20 – 50 for Private. School Groups can be much larger.

Public Tours have the opportunity to take photos with us at any photo op location, and purchase their photo(s) at our print stations or online.

Private VIP Tours have a photo included in the price of the tour. We simply record the number of photos in the register for each of these groups. Communication is KEY for private tours, make sure you're aware of WHO the tour guide is and WHAT sort of photo package they receive.

- Location of group/individual photos is flexible to each private tour dependent on what is available (Star, Concourse, Private Route, Locker Room, Post Game interview Room, etc.)

Our Products & Services

Jowdy Photography provides photos and prints for our Customers. Here are the normal tour packages we may offer on any given tour day (product offering is subject to change at any time):

5x7	Additional packages are offered at a reduced price:
8x10	
Digital Download	5x7 Additional
Tour Special (2-5x7, digital image)	8x10 Additional
Mega Pack (1 – 8x10, 2 – 5x7's, magnet)	
5 Pack (5 5x7's)	

Seasonal Pricing & Products

Periodically, Jowdy will offer seasonal packages and products. We will update tour staff on those changes as they come along.

Examples of Seasonal Products: Holiday (Christmas), Thanksgiving, Independence Day, etc.

TOUR STATIONS

Opening Station Procedures

1. Everyone should check in at the office to start day
 - a. Check to see if there are any special tours or circumstances for the day
 - b. Go over morning assignments
 - c. Field access vs no field access
 - i. Kiosk to be moved or not
 - d. Special group/group needs
2. Utilize Daily Checklist to ensure all opening tasks are completed
3. Make sure you have all SD Cards
4. Make sure you have enough Photo ID cards
5. Setup Concourse Camera
 - a. This is the first shot of the day so this should be the first thing setup everyday
 - b. Check that photos are transmitting and named correctly
6. When on the field
 - a. Plug in power and POS (Port 43)
 - b. Plug in Data line on Field (Port 47)
7. Turn on computers
 - a. Check to see that you have data (see office computer)
 - b. Launch Darkroom
8. Turn on all printers
9. Make sure there are company approved sample images on all display monitors
10. Turn on top TVs and launch tour slideshows on each TV (when available)
11. Setup Camera at secondary photo op (The Star, locker room, etc.)
12. Setup Green Screen Camera and Main Light and Fill Light
13. Run test prints to be sure you can print from all computers
14. Log in to cash register (login 1111))
15. Make sure a green cloud is showing in the top right corner of POS screen
16. Tape down power cords and Ethernet cables (neat and clean)
17. Call the office if something is not working
 - a. Check all power cables and connections for first line of troubleshooting
18. Make sure you have media and folders for the day
19. Keep station clean - Spray and wipe down counters throughout the day

Note: Setting up the cameras is the priority, as you can still take pictures if you are having issues with the station. Remember customer service is most important above all else. Take pictures first and then worry about the station later.

Closing Station Procedures

1. Utilize Daily Checklist to ensure all required tasks are completed
2. Clean up station - Empty trash, put everything in its place (folders, media etc.)
3. Charge batteries - Place all batteries in chargers so they are ready for the next day
4. Prepare images for upload
 - a. Create folder structure
 - b. Copy images into folder
 - c. Copy folder to Main Drive on Server
 - d. Station Images and Rasters should be deleted from laptops once backed up
5. Gather all SD Cards
6. Close shift in POS
7. Turn off all computers, cameras and TV's
8. Put away all cameras in their respective (labeled) bins
9. Double check and make sure you have everything
10. Upload photos (see separate doc)
11. Create DCR (see separate doc)

These procedures must be done every night.

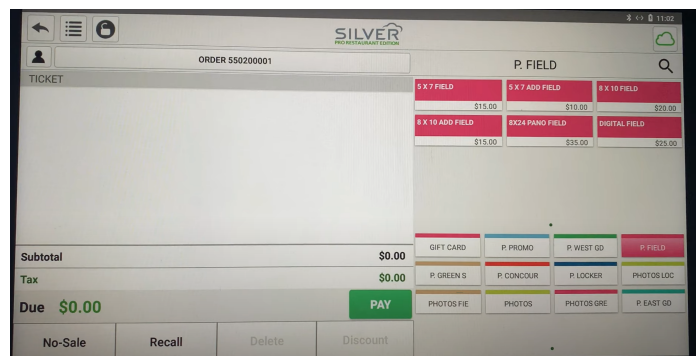
POINT OF SALE

POS System

Our POS system is really manageable and simple to learn. To Turn on press and hold the button on the base.

Log in using "1111" and if you are the first to use the POS that day, you'll select clock in, choose JOWDY, go to Point of Sale, and Start a New Financial Shift.

1. The Screen is divided into 3 basic parts. The bottom right is the different categories of items available.
2. The top right lists the items available to sell in the selected category.
3. The left side of the screen shows what is currently added for this transaction and the amount due.



Entering VIP PRIVATE Tours

1. According to what was printed/on the tour sheet, input the number of photos printed
2. Press the P.Promo
3. Select VIP and enter the qty
4. Tap PAY
5. Email receipt to Joe@Jowdy.com

OFFICE PROCEDURES

Creating the DCR Report

1. Open DCR Template >Inside DCR Folder on the desktop
 - a. There are two templates depending on the day (Tour day/Game day)
2. Save As > With current date
 - a. Example 2022.09.07
 - b. Save in the correct monthly folder
3. Enter Date in Spreadsheet
4. From Cash Register Report that prints at the end of the shift:
 - a. Enter sales \$
 - b. Enter # of Transactions
 - c. Enter Avg Ticket
 - d. Enter VIPs
5. Enter who completed and verified the report.
6. Save your work
7. Email to DCR distribution list

AT&T STADIUM STORAGE PROCEDURES

All images must be stored on 2 separate drives for safety. Images are our business and there is no excuse for not keeping all images and having them readily accessible. This is YOUR responsibility as a team member.

Tours

At the end of the day images should be placed onto the *portable external hard drive (L DRIVE)*, which is the first location that we will store the images at. The hard drive should be preset with the year, month & days folders already created.

Storage should be as follows:

Folder (year): Tours 2017

Folder (month): January

Folder (day): 01.24

Folder: Raster

Folder: Station

1. Navigate to the proper day folder:
→ Tours 2017 → January → 01.24
2. Copy the raster images into a folder called "Raster"
3. Copy the station images (archive) into a folder called "Station"

The *photo storage backup drive (S DRIVE)* is the second location that we will store the images at and should be preset with only the year and month.

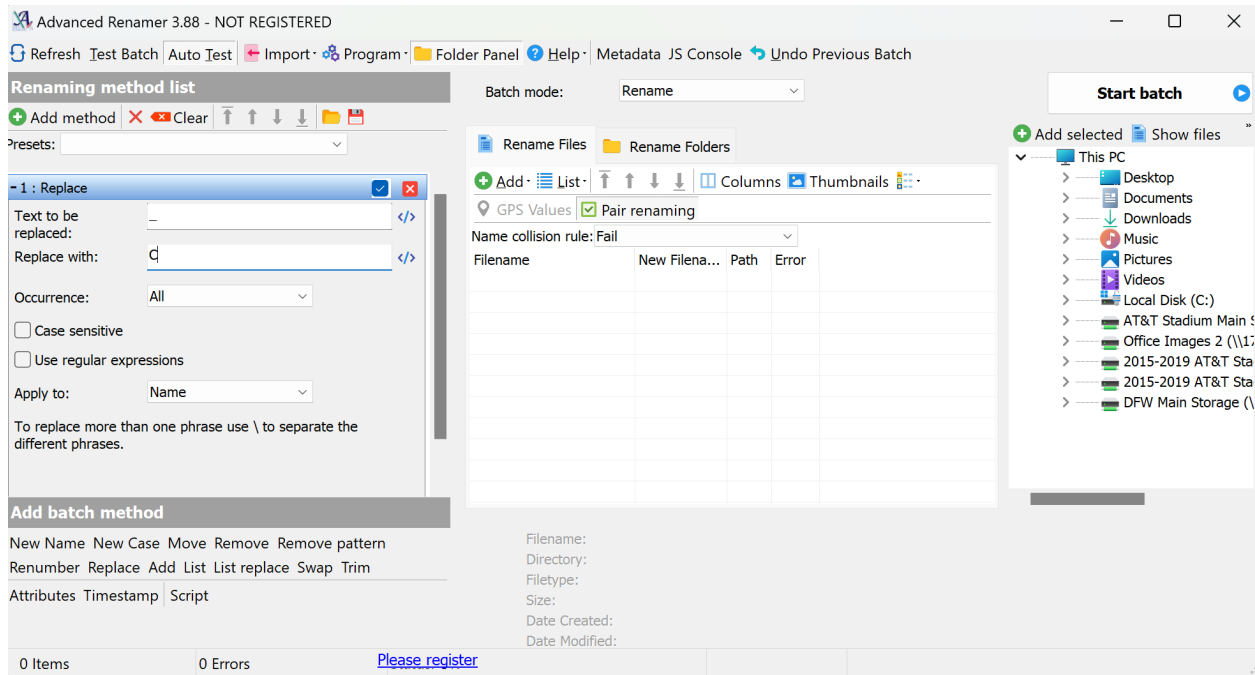
1. Navigate to the proper month folder:
→ Tours 2017 → January
2. Copy the day folder (01.24) into the month folder

Now we have the images stored in two places.

Renaming Pictures Before Uploading

Open>the Advanced Renamer application on the desktop

Locate> folder with pictures to renamed



In the **Text to be replaced** box on the left of the screen, type “_” (underscore)

In the **Replace with** box type “C”

This will replace all _ in the file names to C – Example: 26D_1234 will be changed to 26DC1324 to match the photo ID cards handed to the guest.

Select all images in your raster folder and drag/drop them into the center window of Advanced Renamer.

The center window will display changes. Confirm you have the desired result.

Click **Start Batch** on the top right to rename all images.

Upload Pictures

All images for the must be Rastered!

Navigate to the location of today's tour photos.

Note: Image Folder Structure is Important

Year.Month.Day > Two folders inside: Rasters and Station Images

Ensure all photos have been renamed before uploading.

Open > WinSCP



Click > Jowdy Cowboys

Click > Login (Everything is preset.)

Ensure the path location on the right shows: /public_html/_DCowboys2/sy-upload

Drag > the day's tour folder to the right side of WinSCP and wait for progress bar to complete

Close > WinSCP when images are all uploaded

Open > Chrome Browser

Select > Jowdy Carts

Select > _DCowboys

Click > Log In (everything is preset)

Click > Tours and the correct month then select "Add Sub Galleries" and enter date (YYYY.MM.DD)

Click > Upload Photos

Select > Todays folder from right side of window

Once images have been uploaded

Select > Rearrange Sub Galleries

Click > By Name Descending

CAMERA SETTINGS

This next section will reference specific tasks and procedures in which a tour staff member will need to be able to execute to perform their job well.

This guide assumes basic computer and photography skills.

While much of the Open and Close Procedures are simple enough, it's important to understand that detailed computer and photography work is what separates us from all others. It's through this diligence that the company can thrive and continue to grow. Much of the functions of the company depend on the detail-oriented processes outline in the next session; please look through them carefully.

Tour Photo OP Camera Settings

On any given Tour Day, we will have a different combination of photo opportunities for tour guests to take. This document provides starting settings for each photo op around the stadium.

1. Dependent on availability of field/locker room/concourse location will dictate what combination of photo ops we will offer during a tour day.
2. The settings described in this document are meant as a guide for a starting point. Different lighting situations will force the photographer to make the appropriate adjustments to create the ideal photo.

Green Screen Settings



(On the field)

ISO 500

F-Stop: 5.6

Shutter: 1/125-1/250

Flash: 1/8 – 1/4 Power

WB: K 5260 – 6250 or Flash + A2

Hair Light: 1/4-1/8 Power (One stop higher than Camera Flash)

Hair light Notes:

The Hair light acts as a ***fill light*** that eliminates shadows behind the subject. The subject should be in front of where the *hair light* would be spilling light.

Remember to set up the hair light so the light points straight down (along with the barndoors) and **not** on the green screen.

The subject should stand at least a foot in front of where light would be shooting downward from the Hair light.

Concourse Settings



ISO 1000

F-Stop: 6.3

Shutter: 1/125

WB: Auto

Flash: 1/8 with Diffuser down, pointed forward

The subject should stand between the two railings, 12 ft away from the photographer's camera.

*It is imperative that the subject stand in the **same place** every time. **Tape** a marker where the subject should be standing.

Field Star Settings



ISO 1000

F-Stop: 5.6

Shutter : 1/125

WB: Auto or K 5260

Flash: 1/8 Diffuser Down, pointed forward

The subject should stand at the closest center point of the star, 21 feet away from the Camera (typically, the step ladder is set with its front legs 6 feet toward the Star inside the 40 Yd Line)

Large groups should be centered on this point.

Locker Room Settings



ISO 2000

F-Stop: 5.6

Shutter: 1/50

WB: Custom or K 3030

The camera should be set up about 10 ft away from the subject. The subject(s) should stand with their legs touching the lockers behind them.

DARKROOM

Introduction

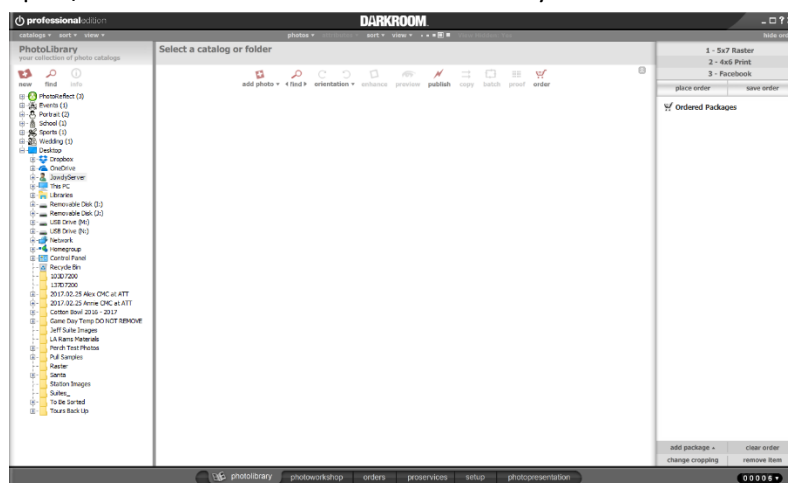


Darkroom is our photo processing program. It's through Darkroom that we're able to manage, file, post-process, and print our photos. This will serve as a rough outline on our basic procedures on how to use Darkroom; most of our training will be hands-on but you can use this as a reference.

This guide makes the assumption that the user has basic computer & photography skills

Photo Management

There are a couple ways that photos make their way into a Server Computer; FTP, Wireless, WT4, SD Card. But files will always be copied/cut into a folder under that Photo Library Tab:



Normally, the folder used will be called "Station Images".

Photo Fulfillment

When selected, click the “Photoworkshop” tab to see the images recently moved to this folder:



From there, the photos in the folder will be on the photo strip on the left.

The packages will be on the right, with a print queue below it.

Darkroom will be set up so you can make basic adjustments such as:

Resizing,

Drop-out

Adjust light/exposure

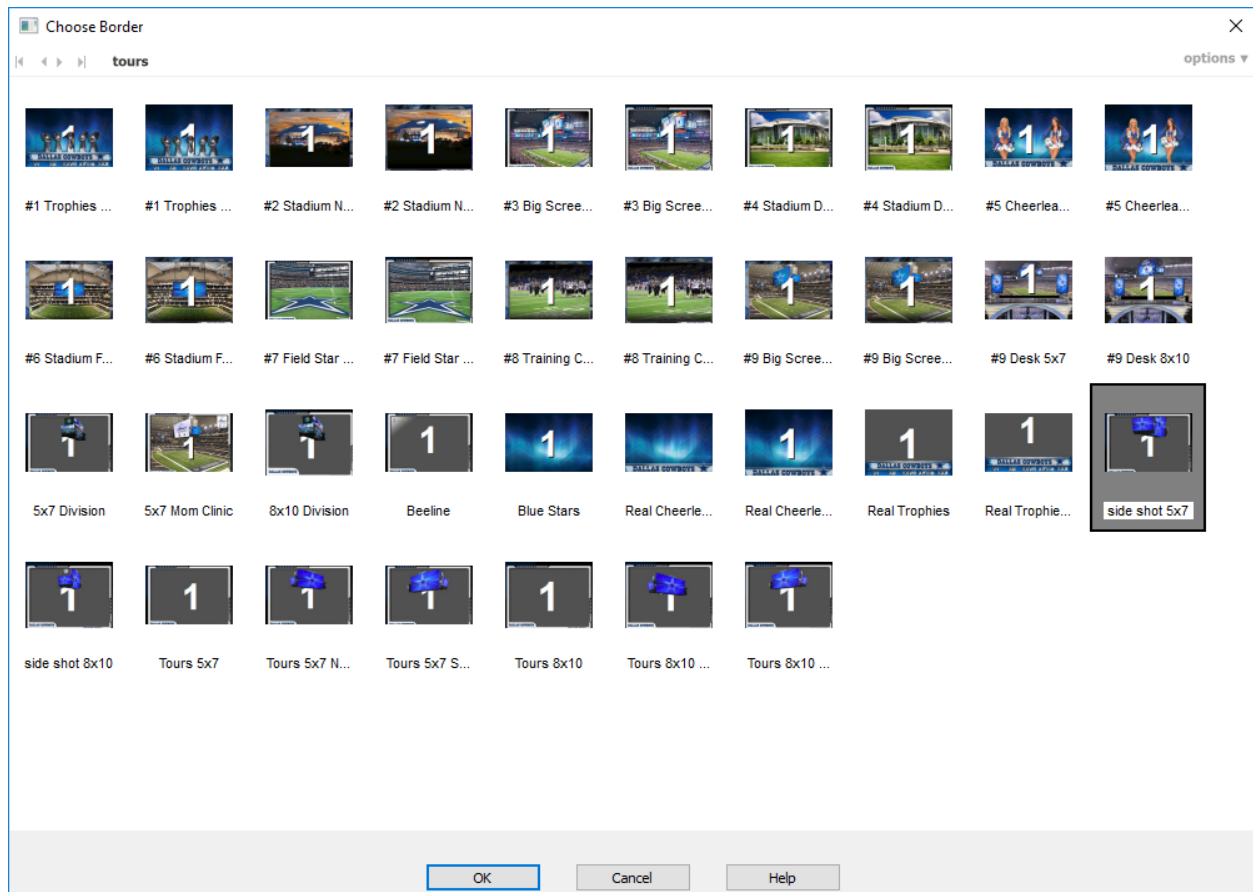
Focus/Sharpness,

ETC.

From here, you can find a customer's picture using their photo id card. Use CTL F to bring up the find window, and type in the last four numbers to pull up their photo.

Adding Borders

Click “B” on the keyboard will bring up a window to add a border to the photo.



Most of the borders for tours will be set up much like this. You can double click the appropriate border for the photo selected.

Note: remember that 5x7, 8x10, and pano borders all have different borders assigned

Printing Photos

After choosing the appropriate border, the image will display with the border applied and you will be ready to choose the package that the customer wants printed.

You can use the numbers on the keyboard or click the packages themselves to pick the appropriate package. That selected packages will appear in the queue below for review before printing:



From here, you can select "Place Order" or simply hit enter on the keyboard to print the order.

Adding New Borders To Darkroom

First you will need to copy the new png's to the x drive

1. Copy the Borders in this location X:\Templates\Borders
2. You might need to create a folder inside of borders or use an existing folder like Tours or Game Day

Second you will need to create a border.

1. Go to Setup.
2. Select Products & Services.
3. Select Templates.
4. Select Borders.
5. Select the desired border group or create a new group.
6. Select New on the right to go to the border workshop.
7. Give the border a Description (This is what the software will display as the name of the border).
8. Select your Page Size
9. Select the Orientation (Horizontal or Vertical).
10. Select the Resolution.
11. Click OK
12. Click Add Photo (The Photo Object box will open).
13. Click OK (A gray box with white number 1 will appear in the center).
14. Click Add Graphic (The Graphic Object box will open).
15. Click Browse next to the Graphic.
16. Browse and select the graphic file you wish to use as your border
17. In the Options section under Transparency select Use image alpha channel (32-bit targa or png).
18. Click OK.
19. Position the border in the location you wish it to be.
20. Click add text (See instructions below for adding text)
21. Click Save Changes.
22. Save your new border in this location X:\Templates\Borders. (Remember to put it in the right folder)

Adding text to the border using insert special characters Ex. © jowdy.com/cowboys

1. Click Add Text
2. Click Insert Special Characters
3. Select Back Print Codes
4. Select copyright symbol
5. Type jowdy.com/cowboys
6. Select File and Path

7. Select shortfilename

Format for text

- 5x7 = Arial 6pt white align to right
- 8x10 = Arial 9pt white align to right

Adding Borders – Shortcut

First you will need to locate the appropriate border to edit.

1. Navigate back to Borders
 2. Select (Double Click) the desired Border to edit.
 3. Select (Double Click) the Border Graphic
 4. Click Browse in Graphic Object Window
 5. Locate the Border to replace the original border
 6. Click Open
 7. Click Save as New
 8. Rename with Date (Year.Month.Day) & event name
-

CUSTOMER EMAIL SUPPORT PROCEDURES

99% of all request are because guest cannot find their images. There are several reasons for this but they fall into two categories. 1) Pictures are not uploaded in time and/or 2) photo ID numbers are incorrect.

Steps for Customer Service

1. Open up outlook
2. Inbox should read> cs@jowdy.net
3. Start with the oldest emails (scroll down and work your way back to the most recent)
4. If photo ID is present in the customer email you will need to search for that photo
 - a. Search the Fan site first> jowdy.com/cowboys
 - i. (if image is there jump to step 5)
 - b. Search the L Drive to see if the image is there
 - i. (if the image is not on the Fan site you need to locate it on the L Drive and upload it to the correct folder in Sytist see step 6)
5. If the photo is available on the jowdy.com/cowboys site reply to the guest
 - a. Click>Reply
 - b. Paste the customer email address into the To: line
 - c. Click in the body of the email
 - d. Click>Signature
 - e. Click>Found Pictures
 - f. Copy>url from the found picture
 - g. Add hyperlink to the text that reads: Click here to view your picture
 - h. To add hyperlink to the text> highlight the text and press Ctrl K
 - i. Paste link into the address line
 - j. Click>OK
 - k. Click>Send
6. If the photo is not on the Fan site. You must upload it first and return to step 5
 - a. Open>Chrome
 - b. From Menu Bar - Select>Jowdy Carts
 - c. Select _DCowboys
 - d. Locate the sub gallery that the image should be in
 - e. Click on the sub gallery
 - f. Click>Upload Photos
 - g. Click>Select Photos
 - h. Locate your photo to upload
 - i. Select picture
 - j. Click Open
 - k. Return to Step 5 to complete the email

PHOTOGRAPHY MANUAL

Intro to Equipment: Camera / Flash

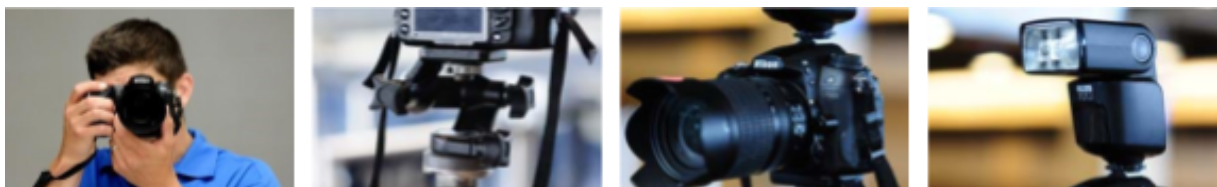
- Cameras, Flashes used / Adjusting Settings



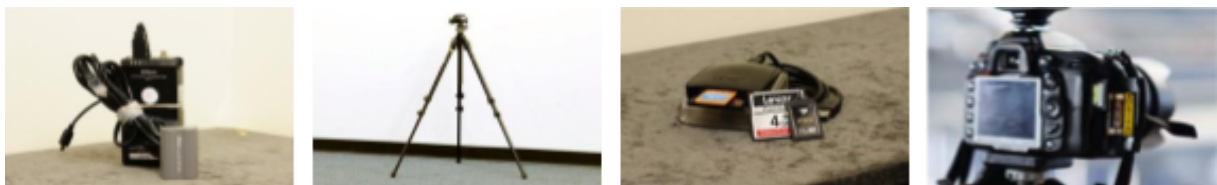
- Handling Equipment: Proper Use and Storage



- How to Hold and Handle Camera, Flash, SD Card / Focusing



- Camera Accessories: Tripod / Memory cards / Batteries / Transmitters
- Handling, Maintenance and Proper Care

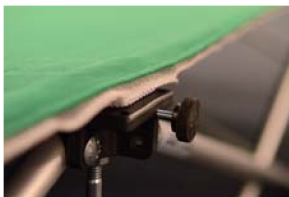


- Understanding ISO, Shutter, f-stop, WB
- Sensor Sensitivity, Time, Depth, Color

- General Lighting: Main Light / Background Light / Ambient vs Strobe / Falloff / Harsh vs Soft / Feathering / Soft box / Umbrellas / Barn Doors
- Lighting the Greenscreen
- Background Light 1-stop brighter than main light (Light green shadows drop out / Dark green shadows do not) Main light should meter 5.6, Background light should meter f8
- Expectations: Quality / Customer Service is what separates us from other photography companies

Setting Up Pop-up Greenscreen

- Find the bottom side of the Greenscreen pop-up (located by the plastic screw like levelers)



- Expand Greenscreen pop-up (Greenscreen side up) latch the perimeter hooks together. Greenscreen should be stretched corner-to-corner of the frame and Velcro or clamped on.

No wrinkles. Wrinkles can cause shadows, making it hard to drop out



- At this time, attach background light to an upright or a Light Stand. Light should be pointed almost straight down but with a slight angle forward. Verify Background Light is set to 1/2 Power, plugged in turned on, and test fired before raising upright
- Stand up the pop-up Greenscreen, and latch the middle and bottom hooks leaving the one interior row that is hard to reach un-hooked



- Lift and walk into place. Weigh down with sandbags or a heavy box of folders



- Tie down the pop-up to secure any chance from falling over.



- IMPORTANT- when finished, repeat steps backwards. Be very careful and double check that all hooks are unlatched before closing. Go slow, if you feel resistance, stop and check the hooks again. Pop-up can break easy if you are not careful

Taking Photos

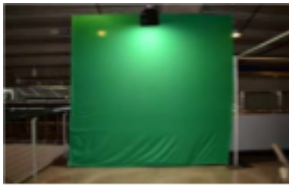
- Make sure the subject is standing on the “x”
- Check the two focus buttons. One on lens, one on body. Both need to be on Auto not Manual to set the focus



- Move the focus square so it is on the subjects chest or face



- Press trigger halfway down to focus. You should hear a beep, see a green dot in bottom left of viewfinder, and see subject in focus. Once the focus is set for that spot, change the focus to manual. Make sure the distance between the camera and subject stays the same. Or the photo will be out of focus and over exposed, or under exposed depending if subject is in front of the “x” or behind the “x”
- Frame and compose the shot so you are shooting as wide as you can without going beyond the Greenscreen. (If you shoot outside of the Greenscreen, it will not drop out and cause additional editing)



- Do not have your head behind the camera. You will not be able to see if they blinked. Check to make sure shot is framed and focused, then pop your head out from behind the camera, look at subject with a big smile on your face, Then say “Big Smiles 1,2,3” (some people wont be ready unless you give them a 1,2,3...Also if they are ready and already smiling give them a quick 1,2 only. Watch the flash hit the whites of their eyes. If you think someone blinked, take a second photo



Setting up camera on tripod and head

- Two screw system to mount head
- Two correct ways many vs. wrong ways
- Hand tighten/flush
- Keep level 2 axis plumb and horizon
- Keep tripod legs folded in while extending all three legs at the same time. Best to not fully extend the two sections. Leave about inch internally.
- Keep lens and tripod leg facing/pointing the same direction.
- Rule of thumb 10ft from subject, subject must stand at least 3ft away from green screen. (Camera from greenscreen=13ft) The further the distance the subject is from the greenscreen will produce less green reflection onto the subject.

Understanding Shutter / f-stop / ISO

Shutter speed

- Speed at which the shutter opens and close
 - The longer the shutter is open the longer the camera records light
 - freeze action vs blur action
- Rule of thumb hand held shutter speed / no lower than 1/60sec
 - 100mm no slower than 1/100sec, 200mm no slower than 1/200sec etc...
- Can not shoot faster than 1/250sec with flash
 - Can create a black horizontal bar in photo (shooting faster than the duration of the flash)
 - Shutter does not affect the exposure from flash just limited to no faster than 1/250
- With tripod and cable release or timer you can achieve long exposures with no camera shake. Keep in mind people move (motion blur)
-

F-Stop (Aperture)

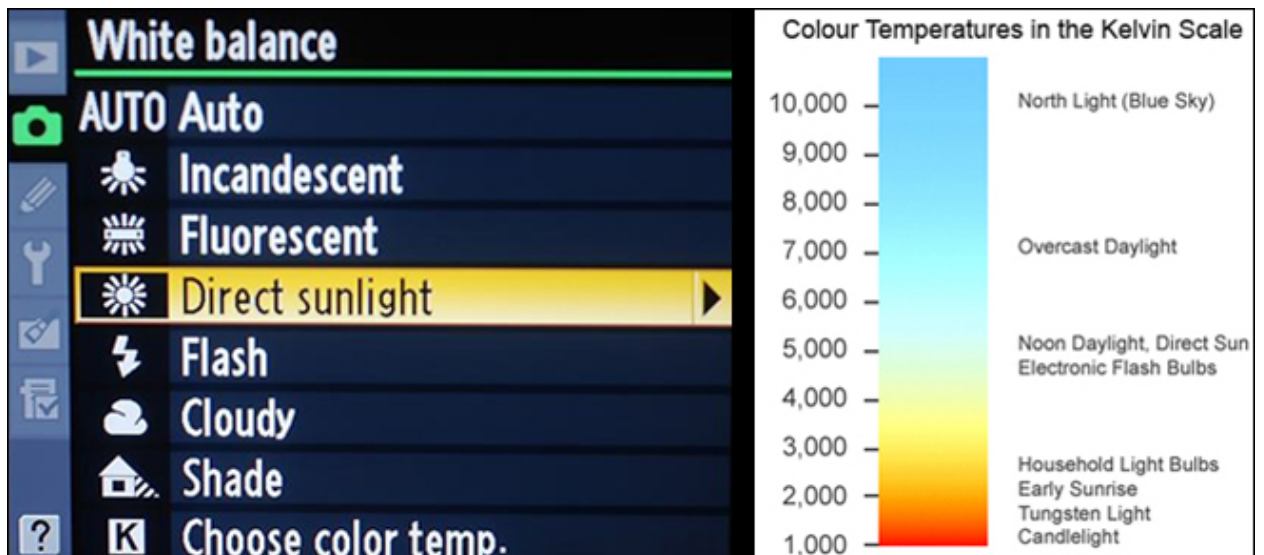
- Same function as your Iris in your eye
 - When its dark your pupil will be big, iris is wide open to allow in more light
 - When its bright your pupil will be small, iris is making a small opening to allow less light in
 - Affects depth of field / focal plane
 - focal plane is the focus plane parallel with the cameras sensor
 - f22 (small opening) will deepen the focal plane
 - f2.8 (wide open) will narrow the focal plane
 - 3.5-5.6 lens (often called a kit lens)
 - Minimum aperture depends on the focal length
 - 18mm 3.5
 - 105mm 5.6

ISO

- What ISO denotes is how sensitive the image sensor is to the amount of light present. The higher the ISO, the more sensitive the image sensor and therefore the possibility to take pictures in low-light situations
- ISO sensitivity affects the shutter speed / aperture combinations you can use to obtain correct exposure.
- If you find the camera is using a shutter speed that is too slow (1/60 sec. and slower) (thus resulting in blurred pictures), and you cannot open up the aperture anymore, and you do not have a tripod or other means to hold the camera steady, and you want to capture the action, etc. etc. -- then you might select the next higher ISO which will then allow you to select a faster shutter speed.
 - Shoot at lowest ISO possible to achieve safe settings (no blur)

Understanding White Balance

- WB = White Balance
 - Different lights produce different colors.
 - A white-white is expected and can be achieved by adjusting the Camera's WB.
 - If white object in photo appears to have yellow/orange tint, we call it Warm
 - If white object in photo appears to have blue/purple tint, we call it Cold
 - K = Kelvin scale (Color Temperature)





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- Above diagram demonstrates adjusting color within a setting.
 - Example: Daylight A2 would warm up the sun icon setting
 - Incandescent B2 would cool down the Light bulb setting
- Revert to location cheat sheet for starting point settings

Format SD Card & Rename file

Turn on Camera

Put SD Card in SD Slot

Select > Menu

Go To > Wrench icon

Select > Format Memory Card

Select > Slot 1

Select > Yes

Go to the Pencil icon

Select > d shoot display

Select > file number sequence

Select > reset

Go to Camera icon

Select > File Naming

Select > File Naming

Select > Select name for camera

Press >OK

Snap a picture

Turn off camera

Remove SD Card

Place SD card in laptop

Open SD card and rename picture

Place SD Card back in camera take a test picture to be sure new name/numbering is correct

Panoramic Training

1. Set the Camera to Bracket Mode.
 - a. Depress the Bracket Button
 - b. Use the front and back dials to change the number of frames over how many F Stops.
 - c. Set at 3F (Back Dial) & 2.0 Stops (Front Dial)
 - i. 3 Frames over 2 Stops
2. Set the Camera shot type to Ch (Continuous High)
3. Use the Stadium settings for game day panos.
 - a. Iso 1000 - 1250
 - b. F/5.6 - 8
 - c. WB Auto
 - d. Shutter 1/250
4. Location: 1 flight of stairs from Security Desk (Employee Entrance)
5. From Left to Right:
 - a. Visualize your 180 degrees view into 4 – 5 sections.
 - b. Shoot overlapping photos (overlapping 1/3 of the previous frame)

EQUIPMENT LISTS

Rally Day Equipment List

Green Screen Set up

Green Screen - GS Pop up - 10x20 feet
Red Cart (anchor for green screen, Pop Up)
Rope
2 Hairlights, 2 Light Stands
2 Extension Cords
2 Power Strips

Football Catch Set up

Backdrop
Pole and Base plates

Studio Light Set

1 White Lightning w/ Long Power Cord
1 Cone
1 Umbrella
Light Stand
Super Clamp w/ Tripod Head
1 Extension Cord
1 Ethernet Cable
1 Power Strip
Sync Cord and/or 2 Pocket Wizards (w/
Batteries)
Hot Shoe (ICE)

Cameras

2 Nikon D7000/7100/7200
- Batteries
2 Flash (1 for back up)
- 8 Double A Batteries

2 Associated Cards (Renamed Cameras:
01/02/03/04RD...)

GS Equipment List

Green Screen Set up

- Green Screen
- Backdrop stands
- Green Screen
- Clamps (8 min)

OR

- GS Pop up - 10x20 feet
- Red Cart (anchor for green screen, Pop Up)
- Rope
- 2 Hairlights, 2 Light Stands (i.e. 2 for 10x20, 1 for 10x10)
- 2 Extension Cords
- 2 Power Strips

Laptop

- Loaded with Borders/Packages etc.
- Mouse
- USB Keyboard (if needed)\
- Power

Camera

- 1 Nikon D7000/7100/7200
- Batteries
- 1 Flash (1 for back up)
- 8 Double A Batteries
- Associated Card

Studio Light Set

- 1 Studio Light w/ Long Power Cord
- 1 Cone
- 1 Umbrella
- Light Stand
- Super Clamp w/ Tripod Head
- 1 Extension Cord
- Tether Cord (w/ Tether Tools Booster)
- 1 Power Strip
- Sync Cord and/or 2 Pocket Wizards (w/ Batteries)

Single Print Station

(For a single GS/Step & Repeat w/ prints redemption)

****All Equipment must be checked out ****

Printers (2)

Brava or DNP

- 2 Power Cords
- 2 Printer Cords

Media

- 1 extra box (at least, however ultimately determined by expected attendance)

Laptop (1)

Loaded with Borders/Packages etc.

Mouse

USB Keyboard (if needed)

Power Cord

Darkroom Pro Dongle

Misc

Cart/Case to Transport

2 Extension Cords

2 Power Strps

1 Box of 5x7 Folders (determined by expected attendance)

Gaff Tape

A Customer Service Attitude!

Roaming Photographer Bin Contents

Camera (Nikon D7000/7100/7200)

Lanyard

- Settings Card in Plastic Sleeve
- Black Battery
- SD Card

○ Camera Settings

○ Stadium Map w/ Manager

Contact Information

Flash in Cloth Case

- 4 AA Batteries

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