Check List: Event Montage - Magazine

Name:

Surname:

Date:

Dossier:

Notes:

|  |  |  |  |
| --- | --- | --- | --- |
| Items | Check X ou V | Double check | Triple check |
| Starting from an existing template (the text description should be in pink until validation) |  |  |  |
| Gather the key information prior to the photo selection (Who were the Sponsor’s CEOs present at the event, date, programme, themes, format, special info etc.) |  |  |  |
| Select the photo bearing in mind the STORY TELLING (someone who looks at the photo should know be able to talk about the event). The selection should include photos of arrivals, networking, conferences, full room, diner etc. |  |  |  |
| Montage: start by selecting the big photos for the template – including keynote speaker, full room etc. and complete with the less important photo in smaller size. |  |  |  |
| Include copyright |  |  |  |
| Adapt the text – replace the pink content (see intro templates [here](https://docs.google.com/spreadsheets/d/1OzBnkUmVHOJb6AMt77_kZoE_ThcxZXxx3b69RlpjlBc/edit#gid=0)) |  |  |  |
| Ask for validation by someone who was present at the event |  |  |  |