Today, you are responsible for photographing citizens and the various events happening during the day at *JA BizTown*. These photos should correspond to the stories that the Reporter(s), CEO or Editor will be writing today. Communication is very important. Make sure you know what stories are being written and what pictures you should be taking. **DO NOT randomly take pictures.** You are a photographic reporter. Your photos are going to help tell and be a part of a story.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone’s help before it opens.

2. When your business supplies are delivered from the Distribution & Delivery Center, keep one **Press Pass** and give the others to each Reporter and the Editor. Give the **Reporter’s Article Forms** to the Reporter.

3. Participate in the **Planning Meeting** with your volunteer facilitator, the CEO and the BizNet News employees to discuss today’s BizNet News and plan your work.

4. Begin by discussing what stories the reporter plans to be writing today. Review the Photographer’s Shoot List form and decide the photo shots that need taken first or required for stories that reporters plan to write today.

5. You will be using the i Pad today to take photos, please handle it in a careful and responsible manner. If at any time you help operating the i Pad inform a JA BizTown staff member.

6. Wear your **Press Pass** when you are in *JA BizTown* on official BizNet News business.

7. Continually talk with the Reporter and Editor throughout the day to see which photos to take to go along with their stories. As you take photos, be sure to check them off on the Photographer’s Shoot List form.

**Important Reminder:** Citizens with an orange dot on their name tag do not have parents’ permission to be photographed. **DO NOT take pictures of anyone wearing an orange dot.**

8. Follow the instructions in your **Photographer Manual** on how to take photos.
   
   a. Delete any photos that are either blurry, fuzzy, or don’t look good enough to use.
   b. When you are done taking photos for the day leave the i Pad on the counter in BizNet News. A JA BizTown staff person will load them to your newspapers **Photo Page** that evening.

9. Assist with business clean-up at the end of the day.