

PRODUCTION STANDARDS & GUIDELINES.

For ShootCorp vendor applicants and network members. Read before your first booking. Updated 2026.

CONFIDENTIAL

Contents

13 sections. Read all of them before your first booking.

-
- | | | | |
|----|-----------------------------------|----|----------------------------|
| 01 | Pre-Shoot Preparation | 08 | Rates & Reimbursements |
| 02 | Equipment Standards | 09 | Code of Conduct |
| 03 | File Delivery & Timelines | 10 | Rate Card |
| 04 | Punctuality & On-Site Conduct | 11 | Trial Session |
| 05 | Technical Standards — Photography | 12 | Frequently Asked Questions |
| 06 | Technical Standards — Videography | 13 | Join the Network |
| 07 | Communication Protocol | | |

01

| Pre-Shoot Preparation

Before every assignment, download and read the shoot brief at least 24 hours in advance. The brief contains the client name, venue, timeline, key contacts, and any special instructions. If the brief has not been published 24 hours before the event, message your ShootCorp admin immediately — do not assume it will arrive.

Confirm the night before:

- Gear fully charged and formatted (cards clear, batteries topped, backup card on your person).
- Venue address and parking confirmed. Check venue parking notes in the brief.
- Day-of contact's phone number saved. You may need to text them 30 minutes before doors open.
- Upload folder ready. ShootCorp uses in-app deliverables — log into your dashboard before the event.

CANCELLATIONS

48 hours minimum.

Notify your admin no later than 48 hours before the event. Last-minute cancellations affect the client and damage the ShootCorp reputation. Repeated last-minute drops result in removal from the network.

02

Equipment Standards

All ShootCorp shoots require professional-grade equipment. Consumer-level gear is not acceptable on a client booking.

PHOTOGRAPHERS

Full-frame or APS-C mirrorless or DSLR body with a backup body or second card slot. Two memory cards, 128 GB+ total. 24–70mm f/2.8 equivalent for primary coverage, plus a telephoto option for stage and panel work.

VIDEOGRAPHERS

Cinema camera, mirrorless with cine profile, or equivalent capable of 4K at 24/30fps. Stabilizer (gimbal or shoulder rig) required for all run-and-gun work. Charged backup battery and two recording media on your person at all times.

DRONE OPERATORS

Carry your FAA Part 107 certificate on site. Confirm airspace authorization (LAANC) before every flight. Failure to secure authorization is grounds for assignment cancellation without pay.

GEAR IS YOURS. ShootCorp does not provide equipment. If your primary body fails and you have no backup, contact your admin immediately — do not leave the venue.

03

| File Delivery & Timelines

ShootCorp promises clients a 24-hour turnaround from event end to gallery delivery. Your upload deadline is displayed in your booking dashboard and emailed at assignment. Meeting it is non-negotiable.

Upload originals only — do not batch-edit or cull before uploading unless the brief requests selects-only. Editors handle post-production. Your job is to deliver the full RAW set.

Resumable uploads via TUS protocol — if an upload fails, resume from where it stopped rather than restarting. Late deliveries must be flagged to admin before the deadline, not after.

ACCEPTED FORMATS

Photography

CR3 · ARW · NEF · RAF · DNG

Video

MOV · MP4 (H.264 or better)

Do NOT

Convert RAW to JPEG before upload

Apply watermarks

Rename files or create custom folders

04

| Punctuality & On-Site Conduct

Arrive at the venue no later than 30 minutes before the listed shoot start time. This buffer is for setup, badge collection, parking, and a brief with the day-of contact — not for travel. Scout unfamiliar venues the day before or pad travel time.

Once on site, locate the day-of contact within the first 10 minutes. Introduce yourself as the ShootCorp photographer/videographer. Confirm the timeline and any last-minute changes before the event opens.

You are not a guest. Do not eat, drink alcohol, or take personal phone calls while actively shooting. Do not introduce yourself to clients' guests unless asked by the day-of contact. You are there to work.

ON-SITE DRESS CODE

All black.

Business casual minimum.

All-black is safest for conference and corporate events. Keeps you invisible in audience shots and conveys professionalism.

05

Technical Standards — Photography

Every photo delivered to ShootCorp must be technically sound and commercially usable. Minimum quality bars, not aspirational goals.

EXPOSURE

No blown highlights on faces or logos. Slightly underexpose if in doubt — shadows recover, highlights do not. Bracket key speaker portraits in difficult lighting.

WHITE BALANCE

Set custom WB or shoot Auto WB with intent to correct in post. Mixed-light environments require a conscious decision — do not leave it to the editor.

FOCUS

Critical focus on the subject's eyes, or the nearest pair in groups. Stage/podium: focus on the speaker. Cull out-of-focus frames on the day.

COMPOSITION

Leave breathing room. Don't clip heads or hands at frame edges unless it is a deliberate tight crop. For panel shots, all panelists in frame.

06

Technical Standards — Videography

ShootCorp video deliverables drive highlight reels, social media clips, and archival recordings. The following standards apply to all video work.

RESOLUTION	1080p minimum · 4K preferred for primary camera
FRAME RATE	24fps cinematic · 30fps live/news · do not mix between primary & B-roll
AUDIO	Clean track when brief requires · House PA line-out as second track · never rely on on-camera mic
STABILIZATION	Gimbal or shoulder for moving · handheld OK for quick B-roll · locked tripod for keynote/panel
LOG / PROFILE	Communicate profile (S-Log2/3, C-Log, etc.) in upload notes · include color chart at card start
B-ROLL QUOTA	Minimum 20 min usable B-roll per event hour · venue, signage, room setup, attendees

07

| Communication Protocol

All communication with ShootCorp admin happens through the booking dashboard or email. Do not text personal phone numbers unless the admin initiates a direct SMS thread.

Do not contact clients directly unless the brief or day-of contact authorizes it. All client-facing communication goes through ShootCorp.

On arrival, send a check-in: "On site at [venue], [time]. Day-of contact confirmed." On wrap, send: "Wrapped at [time]. Uploading now." Document problems in the admin notes field of your booking dashboard while fresh.

RESPONSE TIMES

30 min

Day-of questions

2 hrs

Urgent admin messages

24 hrs

Standard booking questions

08

| Rates & Reimbursements

ShootCorp pays a flat rate per shoot, determined by your role and the duration of the booking. Rates are the same for all vendors in the same tier. No negotiation on individual bookings.

Payment is processed within 7 business days of gallery delivery. Payouts via Venmo, Zelle, ACH, or check — preferred method set in your vendor profile.

REIMBURSEMENTS

- **Parking:** 50% of receipted amount, up to per-shoot cap
- **Transit:** full cost when the event is outside Las Vegas metro area
- **Mileage:** IRS standard mileage rate for personal vehicle use

PAYMENT

7 days.

from gallery delivery

REIMBURSEMENT CAP

\$200 / booking

Submit receipts within 14 days. ShootCorp issues 1099-NEC for vendors earning \$600+ per calendar year.

09

| Code of Conduct

ShootCorp vendors are independent contractors and representatives of the ShootCorp brand. The following standards apply at all times on a ShootCorp booking.

| CONFIDENTIALITY

Do not share client names, event details, or internal communications. No social media posts without explicit written consent from client and admin.

| PROFESSIONALISM

Courtesy to every client, venue staff, and fellow vendor. De-escalate and report disagreements to admin — never argue on site.

| ZERO TOLERANCE

Harassment, intoxication, theft, or misrepresenting qualifications: immediate removal from the network and forfeiture of any pending payout.

| NO SOLICITATION

Do not use a ShootCorp booking to solicit the client for direct work. All leads from ShootCorp bookings belong to ShootCorp. Permanent removal on violation.

| NO SUBSTITUTES

Do not send a substitute without prior written admin approval. Unapproved substitutes will not be paid and will not be permitted on future bookings.

| NO GEAR LENDING

Do not lend, sell, or gift gear on site without admin approval. You are there to document, not to advise on production.

10

| Rate Card

Flat rates per booking duration, determined by your pay tier (Photo or Video). Rates are frozen at the time of assignment — future card updates do not affect in-flight or completed bookings.

All rates in USD. Tax obligations are the vendor's responsibility. Reimbursements submitted separately.

DURATION	PHOTO	VIDEO
1 hr	\$50	\$60
2 hrs	\$90	\$110
3 hrs	\$130	\$160
4 hrs	\$170	\$210
6 hrs	\$220	\$270
8 hrs	\$250	\$330

OVERAGE

Bookings beyond 8 hours: 8hr base + 1hr-bucket rate per additional hour.

11

| Trial Session

New vendors complete a paid trial session before gaining full network access. The trial is a real client booking — paid at the standard rate for your tier and duration.

The trial booking is flagged in your dashboard as "Trial booking." That's the only visual distinction — the client is not told it's a trial. Treat it like any other ShootCorp booking.

After the event, admin reviews your deliverables and conduct. The trial replaces the qualification interview — if you've been invited to one, you've already passed application review.

EVALUATION CRITERIA

01

On-time delivery

Deliverables uploaded on time, meeting technical standards.

02

Professional conduct

Day-of contact reports no issues with conduct or professionalism.

03

Brief coverage

Coverage complete per the assignment brief.

1 2

| Frequently Asked Questions

Q Can I use my own editing presets before upload?

No. Deliver RAW originals only — ShootCorp's editing pipeline applies consistent processing. Exception: if the brief explicitly requests JPEG selects, follow those instructions.

Q Am I paid for overtime?

If you stay past contracted hours, message admin during or right after with actual time worked. Overtime is paid at the 1-hour bucket rate per hour beyond contracted duration.

Q Who do I contact about a payout issue?

Open the booking in your dashboard and use "Contact admin." Include booking name and date. Do not dispute via email or social media.

Q What if my gear fails during a shoot?

Contact your admin immediately. Don't leave the venue. Switch to backup body if you have one; admin will assess dispatching a replacement if not.

Q Can I cancel a booking?

Only with 48 hours' notice through the dashboard. Cancellations within 48 hours may result in a strike. Three strikes equals removal from the network.

Q Am I a ShootCorp employee?

No. Independent contractor. ShootCorp does not withhold taxes, provide benefits, or guarantee minimum hours. You set your own availability.

Join the *ShootCorp* network.

Skilled photographers, videographers, and drone operators in or near Las Vegas — corporate conferences, trade shows, headshot days, product launches, private events. Year-round.

WHAT WE LOOK FOR

- Professional portfolio in corporate or event work
- Reliable, professional-grade equipment (Section 02)
- Strong communication and punctuality
- RAW delivery within 24 hours of event end

APPLICATION PROCESS

- Apply at shootcorp.com/partners
- Reviewed within 5 business days
- Invited to paid trial session if qualified
- Honest feedback on every submission

Apply →

shootcorp.com/partners

Questions vendors@shootcorp.com