

Event Media Control Kit

A working plan for the moments you cannot repeat.

Event photographers, community organisers and small AV teams

Includes a reusable offline planner, guided workflow, worked examples and printable worksheets.

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Start in the HTML planner. Export your work as a JSON backup after each session. Use this guide as a reference and print only the worksheets you need.

Confirm the brief before the day

Agree the purpose of the coverage: documentation, a highlight film, publicity or a livestream. List the deliverables, orientation, duration or image count, deadline and approval contact. These decisions shape the crew and the equipment.

Use one event lead and one media lead. A single operator cannot guarantee simultaneous photography, moving video and active livestream monitoring. Choose a priority or arrange separate roles.

Event	Fictional community showcase, 2 pm to 4 pm
Priority	Main speaker, opening, audience participation and group photo
Outputs	Edited photo selection and one short recap, separately staffed
Approval	One organiser consolidates corrections
Constraints	Restricted areas, no-film guests, power and network access