

## **NEW COVID-19 PHOTO STUDIO PROTOCOLS**

5-29-2020

As Utah Valley University reopens in phases, we are receiving an increase in requests for photo shoots in our photo studio (located inside University Relations on the second floor of the Losee Center). With COVID-19 we know there will be a new normal going forward, so we have established ***new studio photo shoot protocols*** to assure the safety of those who come to the studio and the photographers who take their photos.

We realize this is different from what we have done in the past and may require a longer studio time to be scheduled, but keep in mind our overall goal is to maintain a safe experience while providing exceptional care for everyone.

We are asking everyone to submit a photo request so we can get them into a Workfront project and scheduled in our photo calendar.

We are also asking them a few questions in order to follow the protocols we have in place.

Those questions are as follows: Do you want individual headshots only, or will this request also include a group photo? Are you looking for more than just a headshot, such as a stylized portrait or marketing/advertising photo shoot?

If you want group and individual headshots, we will need to know the following:

How many people will be in your group?

If there is more than one group, how many and who will be in each group?

How many individuals do you need to have individual photos taken?

### **Here are the new protocols for the photo studio:**

- Each person who arrives at the studio is required to wear a mask. You will remove the mask for the actual photo, and the photographer will keep the appropriate social distance while taking the photograph. After the photo has been taken, the photographer will ask you to put your mask back on.

- We will provide a bottle of hand sanitizer in the studio for your use.

- As you schedule your time for the photo request, keep in mind that we will be scheduling each person to arrive at a different time throughout the timeframe that you request for the photo session. We are doing this to avoid groups of people congregating at the opening to the studio and in the studio itself waiting while we take each person's individual photograph.

- We will only allow groups of about 2-3 people (including the photographer) in the studio at the same time. We will not allow photo subjects to congregate outside the photo studio or in the hallway.

- We will schedule about 5-7 minutes per person so we can take the individual headshot and individual photo to composite into the final group photo. This means we will be able to accommodate approximately 10 people per hour.

- If all you need is an individual headshot, we will schedule those in five-minute intervals — this means we can accommodate approximately 12 people per hour.

- For the group photos, depending on the size of the group, we will need to take each person's photo separately and composite them together in Photoshop during post-production. This will lengthen the normal turnaround time of one week to approximately two weeks to complete the editing and delivery of your photos.

- You will need to let us and each subject know which group they will be in and the size of each group so we can take the photos accordingly. If you do not, we will not be able to take the photos for the group shots and composite them correctly.*

- For groups larger than 10 people, we will look for a location preferably outside and not in an enclosed place to take the group photo. Please work with us on the specifics of larger groups so we can accommodate your request in a safe and responsible manner.

- For high-profile photo shoots such as outside dignitaries, trustees, and other university leadership coming into the studio, please coordinate directly with August Miller, director of photography, or Jay Drowns, assistant director of photography, so that we can accommodate the specific needs of the photo shoot (especially for outside, non-university staff who are coming onto campus).

If you have any questions or concerns, please let us know.

Thanks,

August Miller

Director of Photography  
UVU Marketing & Communications Dept.  
[august.miller@uvu.edu](mailto:august.miller@uvu.edu)  
801-863-6941 office  
801-718-1809 cell  
[Submit a photo request](#)