

# THE 24<sup>TH</sup> ANNUAL LORD TENNYSON HALLOWEEN HOWL

## Room 105

Souvenir photos are taken against a Halloween backdrop and distributed to children in the week following the Howl.

- 4 stamps per photo; no tickets awarded.
- Run Time: 6:30 to 9:00.

*Staff*: One costumed Room Head as photographer, plus 1 photo master sheet organizer and 1 helper for the door for each shift.

### *Supplies*:

- digital camera
- master sheet for recording participants names, classes and photo number
- black plastic and gaffer tape for covering walls
- Photo back drop
- Decorations such as spider webs for backdrop
- Additional photo flash lights
- bingo stamper for door

### *Preparations*:

- Check camera memory and batteries before Howl
- Ensure a nice backdrop is created for the pictures and it is properly lit.
- Prepare a master sheet for recording participants names, classes and photo numbers

*Set-up*: Only entrance to room decorated (rest blocked off); brightly lit.

*How it Works*: Participants get their picture taken either individually, or in groups. One photo is 4 stamps; if more than one photo is wanted, more stamps must be paid. All photos will be delivered to only one member of a group (that person will have to be in charge of distributing extra photos).

The key is to have the master sheet well organized to ensure the delivery in the next week will be smooth. The Room Head is responsible for printing out the photos, sorting and labeling them, and putting them in the appropriate teachers' boxes for distribution. This should be done immediately in the week following the Howl.

Note: Doubles of the photographs are usually made and displayed on boards in the main lobby of the school for Halloween week

