** **

**EOCR CLASS 22 HOTEL 69**

**50 YEAR REUNION**

**AFTER ACTION REVIEW**

**Event Reviewed:** Photography

**Reviewed By:** Glenn McCarley

**Date:** 20 October 2019

**Give A Summary Of Your Area Of Consideration:**

The reunion planning team decided early in the planning process to include a photograph album as a remembrance to the attendees and the surviving family members of those who had passed away. There was some discussion about obtaining the service of the photographer who had provided the photos for the 45th reunion. It was ultimately decided that this service could be provided by available in-house photographers. Glenn McCarley was selected to be the photographer for the event.

The reunion planning team discussed the need for additional photographer support to provide additional coverage. (Appendix #1 – Minutes - 2 April 2019).- An e-mail was submitted to the attendees requesting another photographer to augment Glenn McCarley’s efforts. (Appendix #2) Bob Martin volunteered to bring his camera and share his photos.

A primary goal was to take numerous photos of each attendee including spouses such that several photos of each could be included in the photo album. Jim Wilson created a photo checklist of the attendees to aid in keeping track of photos taken. (Appendix #3)

Once the reunion planning team determined that the appropriate attire for the banquet would be coat and tie it was also recognized that this would be a great opportunity to take photographs of classmates and spouses ‘dressed to the nines.’ Jim Wilson obtained a commitment from the Sheraton Hotel to provide a suitable backdrop for the banquet room photographs. (Appendix #4)

The type cameras to be used became an issue when the White House tour list of acceptable and unacceptable carry items noted that cameras with removable lens could not be taken on the tour. However, small point and shoot cameras were noted as acceptable. Glenn McCarley’s small camera was used for the White House tour. Larger cameras were used at the hotel and at the Vietnam Wall area.

The photo albums are recorded on electronic file devices. Some classmates have computers that can accommodate DVD files and other classmates have computers that require flash drive

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devices. Jim Wilson obtained lists of classmates and surviving family members of deceased classmates with the desired album storage method. (Appendix #5, Appendix #6) The devices were loaded with the photo albums containing over 150 photos and shipped to Jim Wilson for distribution. Additionally, to make it easier to identify each photo, a cross reference sheet was developed. These four pages were emailed to attendees and postal mailed to survivors. (Appendix #7)

**What Went Well – What Were The Successes?**

We were able to obtain numerous photographs of classmates and spouses. Many were taken at the hotel registration where leis were given to attendees. Additional photos were taken as attendees relaxed in the hospitality suite. The wreath laying ceremony was also a source of many photographs. The photo albums contain numerous photos of all attendees. The number of photos taken are not the same for everyone as some classmates had active rolls such as honor guard which resulted in appropriate additional coverage. However, coverage of all attendees was achieved.

The hotel staff had the backdrop in the banquet room at a great location. Attendees entered the banquet room near where the backdrop and camera were positioned. It was easy to take photos of attendees before they left the area. Also, most everyone was eager to have photos taken while wearing formal attire.

Bob Martin shared his photos with Glenn McCarley on the last evening of the event. His photos at Arlington National Cemetery, the Senate office in the Capitol Building, and the Nurses Statue would have otherwise been unavailable. These photos fit in well with the others.

**What Could Be Improved And How ?**

Additional photos possibly could have been requested from classmates. Not everyone attended all tours and there could have been additional coverage.

**Lessons Learned:**

If in-house personnel are used to provide photography needs be sure to obtain additional support.

Support from the host hotel can be the difference between mediocre photographs and excellent photographs.

Attendees were enthusiastic to have photos taken while wearing formal attire.

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**Recommendations:**

Research the requirements and prohibitions of photo equipment at venues where photos are desired to be taken. This is useful when selecting photo equipment.

**A P P E N D I C E S**

1. [Conference Calls - Minutes - 2 Apr 19](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/minutes_-_2_apr_19.docx)

2. [Comments On Reunion Photography](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/comments_on_reunion_photography.docx)

3. [Photo Check List - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/photo_check_list.xlsx)

4. [Banquet Backdrop For Photos](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/macarenas_answers_-_26_jul_19.docx)

5. [Attendees Responses For CDs Or Flash Drives - Privacy - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/attendee_response_for_cds_or_flash_drives_-_privacy.xlsx)

6. [Survivors Responses For CDs Or Flash Drives - Privacy - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/response_for_cds_or_flash_drives_-_privacy.xlsx)

7. [Cross Reference Sheets For All Photos](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/reunion_photos_-_cross_references_-_18_oct_19.docx)