

Social Post Quick Checklist

Things to check before every post

Check the post type via the [social media gsheet](#) (This is subject to change if the Sunday is a special event)

Remember: **Videos or Announcements as Reels** and **Photos as posts**

Set photo or video settings accordingly (see below)

Picture Settings

Shutter Speed: 1/200 or higher

White Balance: **3900K if the background is Blue / Magenta** OR **3600K if the background is Orange / Blue** or if you are shooting toward the pews.

F-Stop: f2.8 or lower to allow more light

Check Exposure (no overly dark shadows or overblown highlights)

Video Settings

Shutter Speed: Double the frame rate by 2 to get your shutter speed (example: 24p = 1/50, 30p=1/60, 60p = 1/125 etc)

White Balance: **3900K if the background is Blue / Magenta** OR **3600K if the background is Orange / Blue**

F-Stop: f2.8 or lower to allow more light

Check Exposure (no overly dark shadows or overblown highlights)

Upload completed photos / videos to Trello (If too large use one drive to upload)

Post needs to be approved before posting

Post to both **Instagram** and **Facebook**

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