Team Manager Media Day Checklist

Everything to line up before, during and after media day. Tick it off as you go.

3 TO 4 WEEKS BEFORE

- [ ] Send the **team form** with your team, sport and 2 or 3 practice dates.
- [ ] Choose the package: **The Elite** (laser-lit), **The Classic** or **The Starter**.
- [ ] Book **locker room access** for individual and team photos.
- [ ] Book about **10 minutes of ice** for the team photo.

1 WEEK BEFORE

- [ ] Fill in the **roster link**: names, jersey numbers, positions.
- [ ] Send the **parent message** below to your team chat.
- [ ] Confirm the jersey: **dark or light**.
- [ ] Tell us about any player who **cannot be photographed**.
- [ ] Check the coaches are there for the team photo.

MEDIA DAY

- [ ] Players arrive **together**, 15 minutes early, fully dressed.
- [ ] **Matching** jerseys, socks and neck guards.
- [ ] Sticks in hand. Goalies in full pads and mask.
- [ ] Hats, hoods and gum stay in the bag.
- [ ] Glasses stay on if they are normally worn.

AFTER MEDIA DAY

- [ ] Receive the **team gallery link** within 3 weeks.
- [ ] **Share the link** with your families.
- [ ] Pass the **team invoice** to your treasurer.
- [ ] Ask us about extra prints and team products.

COPY-AND-PASTE PARENT MESSAGE

Hi team! Media day is on **[date]** at **[time and rink]**. Please arrive 15 minutes early, fully dressed in **[dark / light]** jerseys. Check that jerseys, socks and neck guards match. Bring your stick (goalies: full pads and mask). Hair done at home, please. The team will get one gallery link with everyone's photos afterwards, and I will share it here. Any questions, ask me!

Fill in the brackets and send it about five days before.

A few minutes
per player, at your regular practice

10 minutes of ice
for the team photo only

3 weeks
to your team gallery. Express digitals in 1 week

One invoice
to the team. Nothing collected at the rink

3rd Eye Studio | Kiran Kumar
+1 (780) 280 5566 | 03rdeyestudio@gmail.com