

## Contingency Plan

Throughout the different stages there can be a number of different problems that might appear. This document is to make sure that <sup>I</sup>we have a backup plan for different situations that will take place and this will ensure that things will run smoothly. All the problems that have been listed will be explained in detail. Listing the different problems that might occur in alphabetical order will make it easier to find later on.

### Ability

I will be using InDesign that is a new software to me so I will have a practical on it so that I have the knowledge and the skills to use InDesign. I feel confident <sup>to</sup> using Photoshop but I will be using tutorials on different techniques that relate <sup>to</sup> food photography and how I can edit the images on photoshop. If I suddenly don't remember a technique that I learnt in the practical or previously I will use YouTube tutorials to help me to do the technique.

*session*

*+ a section on cooking the receipes + taking the pictures.*

### Backing up (Protecting data)

I need to make sure that I back up my work because if I don't back up my work I won't be able to edit and then that could lead to no final product. To prevent this, I will save my work to my hard drive as this will <sup>be</sup> my main place to find my work. Just in case I lose my hard drive or forget it at home I will also use my cloud storage as my first backup to avoid this. I will also use my google drive as another back up so that if my cloud storage does not work or it is full have another storage area.

*could lose my files*

### Covid-19

Previously we have been put into lockdowns due to Covid-19. If we do go into another lockdown, I will need to have alternative software and equipment that I can use. <sup>The</sup> software that I will need to use will need to be free and that I can edit a magazine on it. This is due to that I don't have the adobe cloud suite at home. When it comes to equipment we might be not be allowed to book out equipment so I will need to think of alternatives for the equipment so that I can complete my work.

*give me an example*

*Such as?*

### Equipment

I will be booking out equipment from Michael. So before leaving the building I will need to make sure that I check that I have all the correct equipment and that everything that I booked is not broken. I will need to take extra care with the equipment as it is not mine and I am responsible for it. As I am responsible for the equipment I will need to make sure that nothing breaks on the equipment <sup>is</sup> and not stolen.

*spare batteries + Do you need a practical workshop for using the camera?*

### Finance

For this I will be financing everything myself so I will be buying all the ingredients that I need myself. So that I don't spend as much I will look at buying a cheaper version of that specific ingredient. I will also be paying for my magazine to be printed so taking that in consideration I will need to compare the prices to see which one has the better price.

*Talk about part time job.*

### Health and Safety

I will need to complete a risk assessment and a health and safety form for the location making note of any possible danger. If I do end up using the professional kitchen I follow the health and safety rules that are placed in the kitchen. I need to make my self aware to the hazards that are around me.

*must*

To prevent me from hurting myself I will look around and remove the different hazards that I can remove. If I do end up having to do this at home I will need to take the same procedures.

+ Food +  
drinks around  
equipment

### Location

For location I am still waiting for confirmation that I can use the professional kitchen. If I do end up using the kitchen I will need to make sure that I am organised and that I have everything I need. If I get told that I can not use the kitchen I have a back up location which is to do it at home. I already have ~~got~~ permission to cook and take the images.

when will you know?

### Pictures

When taking the images, I need to check them throughout and make sure that they are blurry and not pixilated. If they do end up being blurry or pixilated I need to retake those images. To prevent this, I will check them as I go along and take multiple pictures so that there are options.

not  
Ensure your  
camera settings  
are correct at  
the  
start

### Printing of my magazine

I will be printing my magazine so to make sure that it comes in time. To do this I am going to choose local printers so that I can go and collect it myself and this ensures me that it will be here in time. If it doesn't come in time I plan to print it ~~of~~ myself and staple the pages together so that when it comes to my screening there is something there.

### Software

I will be using photoshop and InDesign to create my magazine. With InDesign I will have a practical on it teaching me how to use it. I will also a photoshop to edit the individual pages and the images. The software may crash so to prepare for this I need to make sure I save my work often so that I don't lose my progress.

Because of my limited  
knowledge

### Time

I need to use my time wisely so I will create a schedule of what I need to do. I will need to stick to the schedule and be on top of everything. I will need to be on time so that I can use up every minute I have so that I can be productive.

How

How?

### Transport

As the kitchen is 15-minute walk from my house I could just walk down there with the equipment and I could drop off the ingredients a couple of days before so that I don't have to transport much. If I can't drop the ingredients off I will have to get public transport down there. If that location is not available I will be at home so I would not need transport.

on the day

### Working with a third party

If the kitchen is available for me to use I would need to find out that the kitchen is fully available to me and the times that they are open or if anything is happening that they would need to use the kitchen.

?