

Guidelines for photographers



Thank you for agreeing to photograph the events and activities of the community Wellness Centre, managed by Jeffery Hale Community Partners (The Partners). Whether you are a volunteer or paid, we hope these guidelines help make the most of your time and skills.

Before the event or activity

- Please set your camera to take high resolution photos.
- Lighting: Outdoors, try to have the sun behind you to light up your subject. Indoors, avoid shooting people in front of a bright window. As a general rule, use your camera's flash.
- Your primary focus is volunteers, participants, and speakers.
- We like "energy" shots of people in action: laughing, talking, taking care of children, etc.
- Both candid and posed shots are good. You are welcome to give some direction to get that perfect photo, i.e. ask a person to hold up a door prize they have won, or a gift or an award they have received.

At the event or activity

- Check in with the person in charge of the event or activity to let them know that you have arrived so that they can tell the group that you will be taking photos.
- At our "in house" private events, those in attendance should have already given us their written consent to use their image. If someone asks to not be photographed, please respect their wishes and inform the person in charge or one of the employees listed below.
- The person in charge may have a specific request, such as a group photo.
- If you set up a pose, you may want to introduce yourself to help put your subjects at ease.

After the event or activity

- Narrow it down to your favourite 20 to 25 photos. We prefer quality over quantity.
- Send your photos to a staff member listed below via Dropbox or WE Transfer (both free). Within five working days or less would be great!

Important to note

- Photos taken at Wellness Centre events and activities are exclusive property of The Partners and we reserve the right to their unlimited use in both print and electronic formats. You waive any rights to ownership or distribution of, or compensation for, this material. Specific arrangements may be possible with paid photographers covering public events outside our walls (ie. Défilé de la St-Patrick).
- You agree to use your own equipment and acknowledge that you are responsible for it; we are not liable for mishaps (loss, theft, etc.).

Comments, questions, concerns?

We welcome your comments about any of the above, about your experience as a photographer working on our behalf, or about the event or activities themselves. Thanks again!

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Diane Kameen, Communications Advisor
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I, the undersigned, _____, have read and understand the
Guidelines for Photographers. (please print your full name)

Signature: _____

Date: ____/____/____
month / day / year

Une communauté | A Community
de soins | of Care