

PHOTOGRAPHER Guidelines

MEMBERS

Photographer, Executive Committee, Committee Chairs

PURPOSE

To provide a pictorial history of Kent Garden Club's activities.

SPECIFICS

The activities of Kent Garden Club are recorded for historical purposes and publicity of club activities. Photographs are also necessary for KGC and its committee members to be acknowledged through awards from MGC, CR and NGC organizations.

PROCESS

- Attend meetings, activities and events or arrange for photographs to be taken when not in attendance.
- Coordinate with Facebook Administrator, Website Manager, Newsletter Editor and Historian to provide appropriate photographs.
- Include names of people, whenever possible.
- Caution needs to be taken to assess whether pictures are appropriate for public media sources and/or Member's Only website viewing.
- A parent's written permission is required for photographs of children.
- The 3rd Vice President is the resource for a list of members who have declined permission to post their photographs.
- The Website Member's Only tab includes a Membership Photo Directory with which there may be coordination.
- Research, consider and suggest updates to electronic devices.

CLUB BENEFIT

The continuance of historical information in pictorial form.

MEMBERSHIP BENEFIT

A visual way to communicate and connect the history of the club's activities and its members.

COMMUNITY BENEFIT

Promotion of Kent Garden Club's constitutional goals through visual impact.