



WHEATON PARK DISTRICT

GUIDELINES FOR TAKING EVENT PHOTOS

PRIOR TO EVENT

1. Before taking any event photos, volunteers must first submit a form for a background check to the Wheaton Park District (WPD). The volunteer should request a badge from the CDCC president to wear at the event.
2. Inform Trish Whelan, Creative Services Manager for the Wheaton Park District that you wish to photograph an event at twhelan@wheatonparks.org or visit the online volunteer sign-up page at <https://www.signupgenius.com/go/4090444A9AA2BA2FF2-volunteer> (Password: WPD!)
3. Typically if there is a fee charged for the event it is waived for the volunteer. This does vary for each event and once you have volunteered the WPD representative will verify the event requirements. As an example, for the beer tasting event, you might get access to the event but would have to purchase tickets if you want to participate in the beverages.
4. Prior to the event, the volunteer will receive a follow-up email with details pertaining to the event or program. Contact information for a Person-in-Charge (PIC) will be shared in this email. A shot list will be shared if specific photos are desired, otherwise general coverage is sufficient. For sporting events, the district is typically looking for photos of Wheaton Park District teams.
5. If required, the volunteer should contact the PIC just prior to the event for any last minute information, i.e. like where to meet them on-site.
6. Typically arrive at the event early to get a lay of the land.

AT THE EVENT

1. Please wear your CDCC provided badge.
2. If requested, meet with the PIC and discuss any instructions or last minute changes. Depending on the size of the event, the Wheaton Park District may have staff photographers present as well.
3. Take the assigned photos for the event, preferably raw files for the best post processing.
4. If you are approached and asked what you are doing, say you are taking photos for the Wheaton Park District Marketing Department. If you are further questioned, refer the party to the PIC. The Wheaton Park District has a policy that is published in brochures and on their website that lets patrons know that by signing up or attending an event, the participant may be photographed or recorded for marketing purposes but the Wheaton Park District should enforce this policy not the CDCC member.
5. If possible, inform the PIC when you leave.



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AFTER THE EVENT

1. Review your photos and which photos you want to spend time post processing.
2. Post process the remaining images to get the best results you can. Do not add borders, or any special effects. Typically don't crop the images but let the Wheaton Park District do that so it will fit the format and the media they will be using it.
3. Select the best 20-30 photos and submit those to the Wheaton Park District. For some events 100% of the photos may be submitted, it all depends on the event. Shooting a basketball tournament, you may want to take continuous high speed shots but only submit the best 20-30 photos, but at Daddy Daughter Dance, taking photos of every couple, you'd want to submit every shot. Let the event, and the quality of the photos, drive the number you post process and provide the Wheaton Park District. Photos will be used for marketing so images will be judged differently a photography competition that rewards artistic expression, etc.
4. The final result should be the highest resolution image in a jpg format. Make sure to have contact information or copyright info in the metadata so the Wheaton Park District can provide proper credit when the photo is used in marketing materials or to contact you for additional photos that you may not have submitted. (If you should need help on how to do this please contact me)

AFTER POST PROCESSING

1. Photos can be submitted online and a web address will be provided to photographers upon signing up to photograph an event or program. You can also share images through a Dropbox account or similar service, links and invitations to download files using this option should be directed to Trish Whelan at twhelan@wheatonparks.org.
2. If you prefer to drop off photos on a disk, you can do so at the Wheaton Park District offices at 855 W. Prairie (NW corner of Gary Avenue and West Prairie Avenue, the building just south of Cosley Zoo), but this is not a preferred delivery method. Drop-offs should be directed to ATTN: Trish Whelan, Creative Services Manager, 630-510-4983.
3. Ideally, photos are submitted within a few days of an event, however, the editing process can take time so if you can share 10-15 images within a few days and share the remaining photos within a couple of weeks, that will work on the Wheaton Park District side of things.