WHEATON PARK DISTRICT
GUIDELINES FOR TAKING PHOTOS

PRIOR TO TAKING PHOTOS

1. **Before taking photos, volunteers must first submit a <u>Background Check Waiver</u>(PDF) to the Wheaton Park District (WPD) and a <u>Volunteer Application</u>**. The waiver should be completed every two years, but the volunteer application does not expire. The Volunteer Waivers that are signed digitally may be emailed to jmeade@wheatonparks.org; printed forms may be dropped off at the Wheaton Park District Community Center at 1777 S Blanchard St, Wheaton, to ATTN: Julia Meade. Arrangements to obtain a Central DuPage Camera Club (CDCC) volunteer ID will be made once the waiver is processed. A volunteer ID is required for all CDCC photographers to photograph for the Wheaton Park District and must be worn/displayed when taking photos.
2. Visit the <u>Volunteer Sign Up Page</u> to view & sign up for volunteer photography opportunities.
3. Typically if there is a fee charged for entry to an event, it is waived for the volunteer. This does vary for each event; a WPD representative can verify. If you wish to bring someone along with you to participate in the program or event without registration or payment, this will require approval; contact jmeade@wheatonparks.org for details.
4. Prior to the event, the volunteer will receive a follow-up email with details pertaining to the event or program. Contact information for an event 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 appreciated. For sporting events, the district is looking for photos of Wheaton Park District teams.
5. Arrive 15 minutes early to get a lay of the land and introduce yourself to the person in charge when appropriate.

AT THE EVENT

1. 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.
4. If a program or event participant requests that their photo not be taken, please comply.
5. If you are approached and asked what you are doing, please 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 by attending or registering for 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.
6. If possible, inform the PIC when you leave.

GUIDELINES FOR TAKING PHOTOS

AFTER THE EVENT

1. Review your photos and select the photos you want to spend time post processing.
2. 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 media for which they will be using it.
3. Select the best 20 photos (approx.) 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 selected for use with that in mind and will differ from images that might be selected for publishing based on artistic expression, etc.
4. The final result should be the highest resolution image in a jpg format. Make sure to save the images with your name in the metadata so the Wheaton Park District can properly credit you as the photographer when photos are used in marketing materials or to contact you for additional photos that were not submitted, etc.

AFTER POST PROCESSING

1. Photos may be submitted online and a link 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 Julia Meade at jmeade@wheatonparks.org.
2. Ideally, photos are submitted within 48 hours of an event. The Wheaton Park District understands the editing process can take time, therefore, if 10-15 images can be shared within a couple of days and the remaining photos within a couple of weeks, that would be acceptable.

2024/2025 Volunteer Photographer Photo Contest

PHOTO SUBMISSION GUIDELINES

- Photos must have been shot between **June 4, 2024 and June 8, 2025**, submitted as a JPG/JPEG and be at least 3600 x 2400 pixels large.
- Up to three photos per event or program may be submitted per photographer.
- The photographer must have registered to photograph the event or subject matter. The volunteer sign-up is here: https://www.signupgenius.com/go/4090444A9AA2BA2FF2-volunteer
- Volunteer must have Wheaton Park District (WPD) background check on file and CDCC Volunteer ID.

SUBMISSIONS

Photo contest submissions should be uploaded at: https://wheatonparkdistrict.smugmug.com/upload/gqxD74/cdcc by midnight on June 8, 2025. For alternative submission options, email jmeade@wheatonparks.org. Subject matter, date and photographer details should be used when naming photos, i.e.: CreamOfWheaton_06022024_JohnDoe.jpg. Please leave all metadata intact for reference.

JUDGING

Judges will consist of the WPD marketing team or as selected by the WPD marketing team. Photographs will be judged by how well they convey the WPD Mission: *To enhance the quality of community life through a diversity of healthy leisure pursuits and heightened appreciation for our natural world*, as well as for traditional standards of photography and marketability. Judging will take place and winners will be announced at a club meeting.

PRIZES

- First place photo winner will receive a $150.00 Wheaton Park District Gift Card valid at all Wheaton Park District Facilities and Programs.
- Second place photo winner will receive a $75.00 Wheaton Park District Gift Card valid at all Wheaton Park District Facilities and Programs.

ADDITIONAL INFORMATION

The photographer shall retain the copyrights to all photographs submitted, however, by entering the competition the photographer releases the right to the WPD the ability to edit, resize, crop or manipulate the photograph that may be used for marketing and promoting WPD Events and Programs without acquiring any approval or review by the photographer. At times the WPD has the opportunity to enter competitions and may use the photos for this process. The photographer may be required to sign a release at that time.

The Wheaton Park District has published the following on/in the program guide and website:

PHOTO RELEASE: The Wheaton Park District, its partners, approved volunteers and vendors may take photographs or videos of participants for promoting our programs, services, events, activities, and facilities in our brochures, website or agency social media, etc. By participating in or attending any Wheaton Park District activities the participant (or parent/guardian of a minor participant) agrees to the use and distribution of his or her image (or images of a minor child/ward) in photographs, video recordings, and any other electronic reproductions of such activities for any purpose without inspection, compensation, or any other consideration now and in the future.

Updated by Wheaton Park District on June 10, 2024.

Thank You!

We appreciate your willingness to volunteer at events and shoot for us! Below are a few ideas to help you as you shoot photos at events.

STORY, STORY, STORY

A photo is all about the story it tells. Photo-graphy, is literally 'light writing', so you are writing a story with the photos you capture. So, tell us what you see! Each photographer sees different things and in different ways, so use that to tell the story of what's going on in the way you see it.

Photos for the Wheaton Park District are used for marketing purposes. With that in mind, try to find the stories that show people engaging with/at an event, having fun, energetic moments, etc. We want to shine the highlights of these events, so showing people interacting and engaging, and having a blast is really helpful.

Strong photos of happy (or pleasant) people are preferable to someone making a weird face. As you're going through the photos, in your head replace yourself with the subject: if you wouldn't want a certain photo you got of yourself on a poster, they wouldn't either. Be sensitive and respectful to how the subject may react to how they look in photos, and don't be afraid to weed out photos you think might not be flattering to the subject.

SINGULAR FOCUS

For marketing purposes, we generally can use photos that have a very specific focus, rather than photos that are super busy and/or have a lot going on. Think poster, a poster is a lot more engaging when there's one singular thing going on, rather than a static photo of lots going on.

One technical thing you can employ to achieve that: Shallow depth of field/wide open aperture.
This really helps you focus in on one story. Take a race event. We don't necessarily need to see every single runner, but one or two runners with more blurred in the background that suggests there's more going on, but isn't distracting from the main focus. Shallow focus allows you to really pull out one story and let everything else suggest context without taking away from your main idea.

PHOTO TIPS

DON'T BE AFRAID TO LEAVE WHITE SPACE

Again, for marketing purposes, it's helpful if photos have some breathing space around the subject, so text can be added, and the designers have more flexibility to work with the photo. In general, don't worry too much about cropping photos, as we can crop to what we need in the specific pieces we're working on. Tightly cropped images are usually harder to design with. Rule of thirds is really helpful for this idea, make sure your subjects are looking into the space of the image, rather than into the edge of the frame. It feels jolting/cut off if the subject is running into the frame edge, rather than into the space of the rest of the image.

CLARITY

Blurry/movement photos are sometimes cool for a more artistic feel, but generally we aren't able to use those sorts of shots in marketing materials. If you have to use a higher ISO to keep your shutter speed up, it's okay to do so.

NATURAL COLORS

As photographers we all have our editing styles, but just keep in mind how the photos might be used, as we generally need things to look as natural as possible.

General technical things to help create great images

A list of things to keep in mind that usually help a photo create a really engaging story!

Good light | appropriate exposure settings for the event. Indoor is harder, but remember you are writing WITH light, not fighting the lack of it. So, use what light you can find (light bouncing off of white walls, finding light sources and staying close to them, etc), and use it to style the tone of your image. In bright light, be careful of super-hot spots/over exposed areas that would distract from the subject.

Composition | creating a story with how you place the subject(s) of your photo in the frame. Try looking at things from different angles and see if you can tell a more unique story if you were say, below the subject, or above it.
For people, they generally do look best if you're not looking up their nose. (: If you can, get on the same level with kids so you're not shooting down at them.

PHOTO TIPS

Keep moving! | This ties into the previous point. Keep moving around and keep finding new things or angles to shoot. My personal favorite way to remember this idea is to put a boring object on a table, and then walk around it to try to find a way to tell a story about it in an interesting way.

Reflections and silhouettes | these are both fun tools to use to help tell your story

Natural Frames | this applies less to marketing photos, but in general find things that can frame your subject and help point to it. Natural frames that maybe even aren't obvious but help draw the attention to your focal point are really neat.

Shallow depth of field | using a wide-open aperture is a win-win in terms of getting the most light/higher shutter speeds, and creating more focused stories. As you're shooting think about what needs to be in focus and what doesn't, and change the f/stop as needed.

Lastly, if you ever have questions about shooting an event leading up to one, please let us know! Thank you again!