

# GUIDELINES FOR TAKING WHEATON PARK DISTRICT EVENT PHOTOS

Prepared by Larry Kmiecik, 11 April 2017, revised 13 July 2017, revised 24 May 2018

## A PRIOR TO THE EVENT

- 1 Before taking any event photos, any 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 the CDCC WPD representative, currently Larry Kmiecik, [larry@kmiecik.com](mailto:larry@kmiecik.com) of your intention to volunteer to take photos at an event as soon as possible.
- 3 The WPD representative will inform the WPD that the CDCC has a volunteer for the event and will verify the contact person and contact information and any instructions from the WPD and get that information to the volunteer.
- 4 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.
- 5 1-2 weeks prior to the event the volunteer should contact the WPD Person-in-Charge (PIC) via e-mail and let them know they will be photographing the event. Cell phone numbers should be exchanged and a review of the desired photos should be discussed. For sporting events, the WPD is typically looking for photos of WPD teams.
- 6 If required, the volunteer should contact the (PIC) just prior to the event for any last minute information, i.e. like where to meet the PIC on site.
- 7 Typically arrive at the event early to get a lay of the land or as instructed by the PIC.

## B AT THE EVENT

- 1 Please wear your CDCC provided badge.
- 2 If required, meet with the PIC and discuss any special instructions, last minute details or changes. Depending on the size of the event, the WPD may also have staff at the event so it is important to coordinate your efforts.
- 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 WPD Marketing Department. If you are further questioned, refer the party to the PIC and avoid any confrontations. The WPD has a policy in their brochures that by signing up for an event the participant allow photos to be taken for marketing purposes but the WPD should enforce this policy not the CDCC member.
- 5 If possible, inform the PIC when you leave.

## C AFTER THE EVENT

- 1 Review your photos and weed out any photos that aren't worth post processing. I typically do not delete any photos in case the WPD calls me back and asks if I got this or that shot, but I don't process all of them. I might have thought the shot wasn't worth it but they need one and anything might work if they have nothing.
- 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 WPD 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 WPD. For some events 100% of the photos may be submitted, it all depends on the event. Shooting a basket ball tournament I would probably take continuous high speed shots but only submit the best 20-30 photos, but at a Daddy Daughter Dance, taking photos of every couple, I would submit every shot. Let the event, and the quality of the photos, drive the number you post process and provide the WPD. Remember they will be using the photos for marketing so they view the images differently than a judge in a competition would.
- 4 The final result should be the highest resolution image in a jpg format. Make sure to have your contact information or copyright info in the metadata so the WPD can provide proper credit when they use the photo or if they would like to contact you if they are looking for additional photos that you may not have submitted. (If you should need help on how to do this please contact me)

## D AFTER POST PROCESSING

- 1 It is up to you as to how you deliver your completed photos to the WPD. The WPD prefers a CD so they can store the drive as a backup, but a flash drive, or other means is acceptable. Staff may not be able to download a flash drive when you drop the images off so the CD is the best method. They will be happy to return your flash drive if you ask but you might have to leave it with them.
- 2 Drop off the photos at the WPD offices at 855 W. Prairie (The NW corner of Gary Avenue and W. Prairie Avenue, the building just south of the Cosley Zoo).
- 3 Attention Valerie Lorimer, Graphics Arts Manager, 630-510-4982.

If you have any questions please contact me at [larry@kmiecik.com](mailto:larry@kmiecik.com)