

## **The Westport Garden Club Photo Guidelines**

**If you are in charge of an event, gathering, meeting or any other happening when photos would be a good idea, you are also in charge of taking those photos. That does not mean that you must personally take them, it means that you are responsible for ensuring that they are taken and forwarded to the appropriate people.**

**Please follow GCA protocol for any photos that you take. Permission must be given in order for them to be used in any publication, including in a slide presentation. You may not know if a photograph will be used in a publication or presentation or not. At the very least, record and forward the names of any individuals in your photos so that they may be contacted in the future, if necessary. We need the names of everyone in the photos anyway. We do not wish to have photographs of significant events filled with unidentified people who might sadly be lost to time.**

**What to do with your photos:**

- **Review your photos and only send the ones that are most representative of the occasion.**
- **Please send your photos to:**
  1. **Blair Hyde, Archives & Historian/Scrapbook Chair**
  2. **Mary Ann Powell, GCA Bulletin and La Belle Jardinière**
  3. **Laura Sutherland, GCA Communications**
  4. **Kay Newell, WGC Website**
  5. **Peggy Rooney, President**

**These are the positions (with the people current holding them) that need your photos. You can send one group email to them with your photos attached.**

**This process will ensure that we record our activities for ourselves and can share them with others.**