

The Westport Garden Club Photo Guidelines

If you are in charge of any event where photos would be a good idea, you are also in charge of making sure that photos are taken and forwarded to the appropriate people.

Please follow GCA protocol for any photos you take. Permission must be given in order for them to be used in any publication, including a slide presentation. You may not know if a photograph will be used in a publication or presentation, so 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 send only those that best represent the occasion.

Please send your photos to:

1. Susan Spencer, Archives & Historian/Scrapbook Chair
2. Marianne Kilroy, GCA Bulletin and La Belle Jardinière
3. Peggy Rooney, GCA Communications
4. Kay Newell, WGC Website
5. Mary Ann Powell, President

These are the positions (with the people currently 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.