

# Very Important Information:

## Photo Submission



We are presented with numerous opportunities to share the successes and stories of Kelowna's creative sector. This helps build support for arts, culture and heritage in our community. Therefore, a condition of the Cultural Grant funding is that all organizations will provide 3 high-quality, clear images that portray the programs and services they are offering to the community.

The images must be free of copyright from the photographer and have the signed or written permission of any identifiable person included in the picture for unlimited usage rights for us and your organization.



### Tips and Tricks!

**Plan ahead!** Prepare someone to take photos and collect waivers at your key or signature events OR have participants sign a photo waiver upon renewing their membership or registering in an activity.

**Variety!** When taking photos, consider performers, audience members, backstage crews or inanimate objects.

**Equipment!** This does not require a professional photographer or camera. Try a newer generation cellphone set to the highest resolution.

**Quality!** The photos should be high enough quality to be used electronically or for print in various sizes.

**Accurate representation!** The picture should represent how you want others to see your organization, event or project.

### Photo Submission Checklist

- Three (3) high quality photographs  
Pay close attention to the tips and tricks above!
- Photographer release form(s)  
Whoever took the photos (professional or amateur) must sign the Photographer Release Form. This allows the City to use the photograph freely.
- Participant photo waiver(s)  
All identifiable individuals in the photograph must sign a waiver that gives the City and your organization permission to use the photos as needed.



For more information, check out [kelowna.ca/culture](https://kelowna.ca/culture)

## Photographer/Videographer Photo Release


Name: \_\_\_\_\_

Company Name: \_\_\_\_\_


Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

By signing this document, I hereby give my permission for my photographs or video (product) to be used by the \_\_\_\_\_  and their community partners such as the City of Kelowna. I am aware the images may be used for advertising purposes on their websites, social media and other publications to promote awareness of arts, culture and heritage in Kelowna.

I relinquish the right to examine or approve the use of any product(s) in conjunction therewith or the use to which it may be applied.


In addition, by signing this document, I verify that I have not violated anyone else's copyright interests and have acquired all rights and licenses required in the production of the product(s), including but not limited to music, images, software etc. I agree to indemnify and hold harmless the \_\_\_\_\_  against any claims or losses resulting from or caused by violation of the terms of the preceding sentence.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Photographer's Signature: \_\_\_\_\_

## Photo/Video Release Form

By signing this document, I hereby give my permission for myself/my child(ren) to be photographed and/or video recorded.

I am aware the images may be used for \_\_\_\_\_   
and their community partners such as the City of Kelowna purposes on their website, in brochures and other publications, to promote awareness of arts, culture and heritage in Kelowna.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name (of Parent/Guardian if a minor)	Signature	Short Description; include child(ren) names if applicable