



**CULTURE**

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## PRESERVATION SUSTAINED SUPPORT

### PHOTO DOCUMENTATION GUIDELINES

Awardees of PRESERVATION SUSTAINED SUPPORT funding are required to submit images as a final contract “deliverable.” These photos are a critical part of your annual operating support award.

**Images must be submitted in accordance with these guidelines in order to receive your final reimbursement!**

**5-8 GOOD DIGITAL IMAGES must be submitted illustrating the kinds of activities funded by your award.**

#### Images Help 4Culture Do its Job

- Project photos make a compelling visual case for the value of preservation in our communities.
- Images allow 4Culture to communicate and market our services to constituents via our website, PowerPoint programs, publicity materials, etc.
- Images are one of the *public benefit requirements* that awardees must provide in exchange for the public funds they receive.

#### Technical Aspects

- Please **submit all images in electronic format**.
- Please submit digital images in .jpg or .tiff format. We prefer files between 2 and 5 megabytes in size.
- Images **must be submitted to us on CD, DVD**. We cannot accept images or other types of media via email.

#### Appealing Content & Publishable Quality

- Images submitted should be sharp and have appealing content.
- Project images should show both typical and special activities of your organization. Shots of people participating in events or engaged with historic places are especially good.
- **Note:** We cannot accept images showing children’s faces without the express, **written** permission of the parents for each child identified in the photograph. The organization must keep a copy of each signed permission form on file for reference.
- We use these images to promote your organization and projects. Send images that represent them well!

Images should be Accompanied by:

- Photographer's name, if known
- Captions if content is not evident
- Credit information (how the organization or individual would like to be credited for the image. Example: courtesy of Kubota Garden Foundation, Seattle; All Rights Reserved.)
- A permission statement - a simple statement granting 4Culture permission to use the images in promoting its programs, PowerPoint presentations, web site, reports, exhibits and other media.

Accompanying text information can be supplied in a separate Word document, and included on the submitted CD/DVD.

*If you have questions about these image guidelines, please contact Flo Lentz at 206-296-8682 or [flo.lentz@4culture.org](mailto:flo.lentz@4culture.org).*