

## LHSCG Event Tours, Social Events, and LHSCG Website Photo Guidelines

The purpose of this article is to provide guidelines for taking and submitting photographs for our Tour Events, Social Events, and LHSCG Website.

Photographs of Tour Events and Social Events are appreciated from everyone. Below are guidelines that will help the Historian and/or Webmaster in putting together photos and albums for our archives and LHSCG Website.

These are guidelines, not hard fast rules. Exceptions can sometimes be made for exceptional photos.

1. Please set the clock in your camera. If your camera clocks are set correctly, the LHSCG Historian and/or Webmaster can automatically sort many photos in a logical order from an Event when more than one camera is being used.
2. Turn off the “Date and Time Stamp” display to your camera so this information will not be imprinted onto your photos.
3. Set your camera to the “Highest Resolution for Photos” as possible. For our Website photos, we strive to have a minimum of 2+ MP (Megapixels) submitted per photo in order to process them correctly into our slideshows. When the photos are processed for the LHSCG Website, they are handled a little differently than normal and will not display correctly if the overall pixel size submitted is too small. Take your photos in “Landscape View” preferably in 3:2 ratio (same as 6” x 4” pictures). Or, stand back from your subject so it can be cropped later to a 3:2 format.
4. Please don't enhance the photos with Photoshop or other software. Feel free to crop photos if you want to concentrate on part of the photo, but no other processing please. Be sure your final pixel results from cropping your photo is approximately 2 MP or more.
5. Try to take your photo with good lighting, sun at your back, etc. Don't let that stop you from grabbing a photo you really like. A worthwhile photo can sometimes be pulled out of the murk with Photoshop by the Historian or Webmaster, but that shouldn't be the norm.
6. Pick subjects that will be of interest. Photos of group members taken at an Event by some recognizable landmark, building, restaurant, or at a scenic spot are usually good. A building or park sign, a restaurant menu or winery wine list are all good ways to document where we were and they help make sense of the other photographs. That said, if a scene grabs you, grab it!
7. Only submit your best photos and eliminate duplicate and/or similar photos. “Best” is subjective, you decide which are your best.
8. Contact the Historian and he/she will either make arrangements for you to drop off your photos using a flash drive or come by your place to transfer your photos onto his/her flash drive. If you have to send any photos by email, be sure to verify that they are not being sent reduced from their original size taken by your camera.
9. We limit our albums on the LHSCG Website to approximately 30 photos per Tour Event or Social Event. We strive to get samplings from everyone, but we cannot guarantee every contribution will be used, so don't be disappointed if your photo is not displayed.

**Send photos to the “Liaison to Community Assoc./Historian,” not the Webmaster.**