



VENTURA COUNTY FIRE DEPARTMENT

VCFD VOLUNTEER PHOTOGRAPHER Appendix A

SUBMISSION TERMS

Thank you for submitting your work under the VCFD Volunteer Photographer program. By submitting your work, you agree to the following terms:

1. The photographer maintains copyright © of their work
2. The photographer grants the VCFD license of submitted work to be used for any internal purposes, training, marketing and public relations of the Department without financial compensation
3. License for Department usage does not expire for the submission of the work. Any continuation of usage must be approved in writing by the photographer
4. Any use of the photographer's work by the Department for purposes other than listed above must be approved by the photographer in writing
5. The photographer will receive credit for their work when appropriate
6. The photographer can use their work for external editorial purposes as long as the work meets the Department's standards for imagery in representing VCFD in a positive light
7. The photographer can use their work for personal purposes including but not limited to social media and portfolio

SUBMISSION GUIDELINES

Photos: Journalistic style photos, no larger than 1 MB .jpg files, sRGB color space - basic IPTC/File Info suggested, Keywords mandatory. When toning your images, it is OK to crop and do minor corrections that fall in line with photojournalism standards. Acceptable manipulation includes contrast, saturation and sharpness as well as regional dodging and/or burning but NO ALTERATION OF CONTENT.

Video: 1080 resolution, H.264 Codec, mp4 files

Dropbox or other online sharing of files is permitted as long as the Department can download full resolution copies via a web link. The Department will clear out all submissions within 48-72 hours of arrival. If not, all of our Dropbox folders will fill to capacity since the folder is shared.

Photographers shall select their top 10 to 30 images and submit to Dropbox in the photographer's designated folder. Each incident should be saved by the date and name of incident. Once images are uploaded, an email and photo link will be sent to the Public Information Officer at piofire@ventura.org with a brief incident report and number of hours.

VCFD VOLUNTEER PHOTOGRAPHER
Appendix A

Each incident should be saved by the date, incident/ event name and VP initials:

9-28-17_35s Dedication_HS 9-25-17_Potrero Brush Fire_SZ
8-10-17_McKing Structure Fire_RC 10-7-17_Pancake Breakfast_DK
11-4-17_GrimesTC_GC

To gain access to this file path, email PIO to add a folder for you or create one by visiting this private link:

<https://www.dropbox.com/sh/m54b3vsxc93n93b/AADuRylsw9k4BKQmQ7ZMoVda?dl=0>

Photo credit: If the photographer wants to submit their work for external editorial use, photographer credit is permitted, for example: Photo by (insert name) /VCFD © 2017.

Conflict of Interest: VCFD recognizes that some volunteer photographers also work for other agencies/publications and/or sell work for editorial use at any given event/incident. The trust provided to each photographer is that when the VCFD hat/vest is worn, VP's represent VCFD. VCFD also recognizes that there are times when a photographer may need to represent their agency of employment.

Social Media- Please tag VCFD in your content on social media.

Twitter: @VCFD or @VCFD_PIO

Instagram: @VenturaCountyFire

Facebook: Ventura County Fire Department

Frequently used hashtags:

#VCFD #ReadySetGo #VCCERT #VCALERT

Print Name:_____ Date:_____

Signature:_____