**Photos and Films**  **Take Part Take Pride**

We’d love to receive photos or films of your events – and to use them in exhibitions or promotions in the future.

Take Part Take Pride events involve a wide range of people and places in the borough, and photographs or films are a fantastic way of showing this. The activities and events you put on are great opportunities to show how your project has benefited your community - which is what Take Part Take Pride is all about!

You don’t need to be a professional photographer or film maker to take a great photograph and the following tips are designed to give you some ideas of how to capture the best images you can, as well as the best way to get these images to us. Please use the best camera available to you and a high resolution setting if you have one.

**Guidelines:**

By sending a photo or a film to us we will understand from you that you are granting us permission to publish your photo, or film, or any part of it, in media we choose, e.g. in the local media, in Sutton Scene, on our website, or social media sites and Youtube.

The photos and films will be kept for posterity in the Borough Archives. These archive photographs may be displayed in the future in borough exhibitions.

**Getting your picture to us:**

The best way to submit your photographs to us is as digital images (250mm x 200mm @ 300dpi minimum) on a CD, labelled with the event name and date. This saves you paper and won’t affect the quality of the image like emailing it can. Films should also be provided on CD. Send them to: Communications, Sutton Council, Civic Offices, St Nicholas Way, Sutton, SM1 1AE

However, you can email your images, but only a couple at a time if they are high resolution files. Please send them to communications@sutton.gov.uk. The best type of files would be JPG or TIFF.

Don’t worry about resizing your images – we can do that for you.

Don’t forget to tell us what each photograph is of – preferably in the file title – and also the names of what or who is featured in the photograph.

If you don’t have a digital camera, you can send colour prints (250mm x 200mm minimum) instead.

**REMEMBER:** As we sometimes use photographs and films in our publicity materials please ensure that we have **permission** to use any photographs or films you submit and that your volunteers and visitors give their permission to be photographed. If they are under 16 years of age you will need the permission of their parent or guardian.