

PHOTOGRAPHER GUIDELINES

- You will be clearly briefed on specific requirements but in general a selection of group/crowd shots, shots of activity and engagement and shots of artwork/displays (with and without people) will be needed
- On arrival you must report to a member of Cartwheel staff, who will explain who the participants are and of any final briefing. You may be asked to wear a Cartwheel badge or t-shirt as appropriate.
- We work with vulnerable groups, not all of whom wish to appear in photos- please respect this. Please do not touch our participants, if you would like to reposition them, please politely ask them to move.
- We expect 2 publicity shots to be emailed to Cartwheel Arts THE DAY AFTER THE EVENT
- We use dropbox to share photos and documents, if you are unable to use this method you must get approval from Cartwheel for another method.
- Editing is part of the photographers contractual obligation. Please provide Cartwheel Arts with no more than 100 images for big events and 25 for smaller events / sessions.

**PLEASE REFER TO CARTWHEEL'S CODE OF GOOD PRACTICE
AND STATEMENT OF ROLES AND RESPONSIBILITIES.**

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