

Dog Photo, Video, and Biography Procedures

LINKS

[Bio/Photo/Video Needs Spreadsheet](#). This is a resource for volunteers to see what dogs at TLAC and Tarrytown need marketing materials.

PHOTOS/VIDEOS

This is the email we send to new photographers (this also applies to videos):

<https://docs.google.com/document/d/1JL99hAmqIDI0vG9BkImTlg2nVjGn56eZP0EvdIJBmr4/edit>

Photographer and Videographer Manual: (this needs to be updated):

https://docs.google.com/document/d/1JgG-t_8Guq_SMF4IOIdRvybM5XBrcwdykFsFvLwzjv4/edit

Smugmug Archive: If you search an animal's name from this page, it will bring up all photos/videos for that dog.

Smugmug Photo/Video folder: This is the current gallery in the archive that we upload all photos/videos to. A gallery can only hold 5,000 files so when it fills up we create a new one.

Youtube Channel: Only a handful of people including the Dog Marketing Manager and the Video Coordinators have permissions to upload videos to the Youtube Channel. Individual video clips are uploaded as "unlisted" so we don't clutter the channel with thousands of standalone clips. They are only visible on the dog's profile. Fully edited videos are listed under "Current Dogs for Adoption":
[https://www.youtube.com/user/\[Your Organization\]](https://www.youtube.com/user/[Your Organization])

BIOS

This is the email we send to new bio writers:

<https://docs.google.com/document/d/1P3LZTnIOhAEXzKQfstnm4P5a4ahBkT1OUOq6yX5aHY/edit>

This is our bio policy that all of writers receive along with their instructions:

https://docs.google.com/document/d/1kcb6Fc8hqfmLt0_RDna8JKwD8N0h5BeXksANDR4MH_w/edit

Dog Bio Sign-Up Sheet. When a bio form is filled out, all the writers get sent the form. The name of the dog is added to this list and a writer claims it by putting their name next to the dog:

<https://docs.google.com/spreadsheets/d/1JUKg2PFuJHwa5X47-H5bGty-KZxuPljJHiEWcSTN8Qg/edit#gid=0>