

New Volunteer Photographer E-Mail Template

If someone is already a volunteer, take out the first paragraph:

We suggest that all of our photographers go through Online volunteer orientation - you can sign up for a session on the website. The orientation will give you an idea of what the no kill mission is all about, as well as information on specific programs, location layout, accessing the dogs, etc. It's invaluable information!

I have attached a photographer's license agreement we are requiring all new volunteer photographers to sign - please sign and return a copy to me at your earliest convenience.

Here are our dog photography basics:

- Your biggest resource is going to be the [Bio/Photo/Video Needs spreadsheet](#). This will tell you what each dog needs, who our current priorities are, who our longest stay dogs are, where the dogs are generally located, etc.
- We try to get a good variety of photos for each dog - close-up, profile, action, and personality shots.
- APA's main location is just off Town Lake (TLAC), but we also have a location in Tarrytown and numerous pop-up locations around town. You will need a qualified handler in order to take the dogs out at our Town Lake location. Once you have gone through Orientation you can join the [Your Organization] Facebook Page and post there to connect with fellow volunteers who could potentially help handle dogs for you that are beyond your collar level. This page is the main communication hub for volunteers and you will usually find someone happy to assist in handling dogs for you.
- Once you have your photos of the dogs, you can email them [dog.marketing@\[your domain\]](mailto:dog.marketing@[your domain]) either as an attachment or via Wettransfer, Sendspace, Dropbox, Google Drive or any other file transfer service. Please send at the highest resolution possible.
- These are the instructions for for Uploading photos to Smugmug, our online archive of volunteer photos. We ask photographers to upload photos to this account themselves, though it's not required. It's very simple to use and helps the Photo Coordinators focus on processing photos and getting the dog profiles updated. Make sure you also email the photos to dog marketing so we can get them added to their profiles quickly.
- This is the [Dog Photographer and Video Manual](#). Please look it over and let us know if you have any questions.

And please don't hesitate to ask if you have any questions about anything else - we're always happy to help!