TIPS for Sending Photos
to Ottawa County Community Foundation

OCCF is proud to have supported your organization's community projects. To ensure your unique story is told in the best way possible — via the OCCF website, brochures, future press releases, photo displays, etc. — we ask for your help as we annually collect print-quality photos.

OCCF seeks pictures showing the heart of your organization and/or the project "in action." We understand, in cases where privacy of participants must be protected, that photos may not always be available. For those of you who do take photos, please send your best quality, high resolution photos to OCCF via our **dedicated photo email address, occfphotos@gmail.com**.

If you would like OCCF Public Relations committee member Brenda Haas to take photographs onsite, she would welcome the opportunity to digitally document your project. To schedule, contact her at brendahaas@live.com or 412-736-0210. Thank you.

TIPS on providing high-resolution photos:

- If your organization has created its own Google photo folder, "sharing" the project folder with OCCF, via occfphotos@gmail.com, is a hassle-free way of providing photos.
- It is preferred that photos have a JPEG suffix (not PDF, PNG, etc.).
- To maintain resolution, cell phone pictures should be ***forwarded*** phone-to-email from the original phone source and directly to OCCF email, occfphotos@gmail.com (not through text message), at highest resolution possible.
- When forwarding from an iPhone to email, the sender will be prompted to choose a preferred file size. ***Choose "actual size***."
- When sending email-to-email, ***attach the photo***. **Do not embed in the email content.**
- Original photos are usually larger than 1 MB in size, but OCCF has worked with less.
- ***Screenshots are too small*** (low KBs) and not usually usable by media or for printing.
- Action photos and photos with people interacting with each other or project elements are preferred. ***Include a brief descriptor in the email,*** with organization name and full names of individuals in photos, if possible. If a child is included in the picture, please be sure to get permission from a parent, prior to sending the picture to OCCF. Please, also, include the child's name/age, in the correspondence.
- All above tips also apply when sending photos directly to other media sources.

Please send website and media-worthy photos to occfphotos@gmail.com.

Thank you for helping Ottawa County Community Foundation better publicize your community efforts. Contact Brenda Haas — brendahaas@live.com, 412-736-0210 — with questions or to request an onsite visit.

OCCF offers a variety of giving options for supporting the needs of the community and furthering its goal of *Doing Good. Forever*. For information, visit ottawaccf.org, email ottawaccf@gmail.com, or call 419-635-7750.