

Serve It Up Finished Photo Delivery Instructions

- All photos are due by 4 p.m. We will begin building the slideshow midafternoon, so any images submitted after 4 p.m. may or -may not- make it into the final slideshow due to time constraints.
- Photographers may submit two (2) file types. It would be very helpful to submit each image in both file types:
 1. Submit JPG images (RGB color mode // Optimal size images: 1280 x 720 at 300 ppi) for immediate use in the missions slideshow. Only JPG images will be included in the slides shown on Sunday morning. For JPG images, please edit and crop images before submitting; there will be no time for editing after delivery. What you submit is what will be shown.
 2. Submit camera RAW images for the Communications department photo library. These will be uploaded to our server for storage and future use whenever missions photos are needed.

Uploading Your Photos:

Step 1) using your browser, navigate to: <https://public.thewoodlandsumc.net/>

Step 2) log in with the username "public" (there is no password).

Step 3) Once you are in the system you will see a folder system.

Step 4) Search for the folder titled, "_Serve It Up 2016 PHOTOS"

Step 5) In the upper left corner of the browser window there is a button titled, "Upload." Click that button and follow the prompts to upload new files from your local computer into the server folder.

Note: The upload process could take several minutes depending on how many files you are sending and Internet bandwidth. You will not be able to delete, rename, or overwrite anything in that directory.

THE **WOODLANDS**
UNITED METHODIST CHURCH



PHOTO GUIDELINES

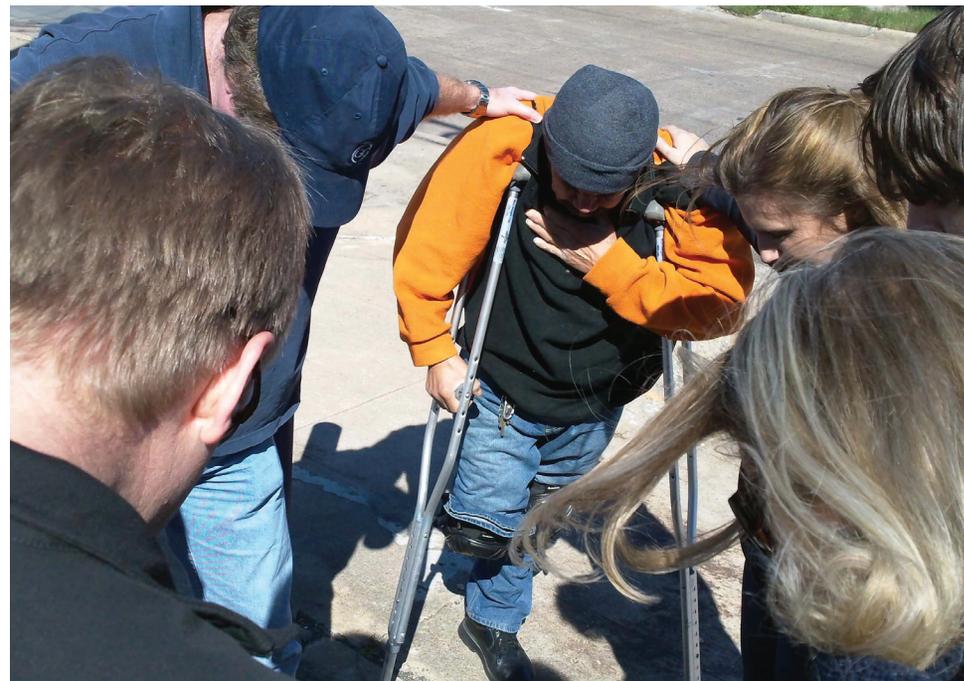
BASICS

- Photos with church members actively participating in the service project. Avoid photos of members standing around or looking disinterested.
- A journalistic approach, **avoiding posed, looking at camera**. A group shot of the team looking at the camera is fine.



GET IN THE MIX

Move in close for some detail shots. Don't be too removed from the action, get in there and get some detail shots of members serving or interacting with those we're serving.



MISSION SHIRT

Some shots of our members working where the official Missions t-shirt is visible.



THOSE WE SERVE

Photos of members serving, interacting, praying for, playing with those we are there to serve.



FOCUS

Consider shooting through, past or next to an item in the foreground. Let the background go soft behind your subject. Images with depth create a feeling of the viewer being there.

