

WE COUNT LA “HOW TO” SERIES

How To: Submit Materials

Upload Checklist

Below is a guideline for uploading and submitting materials to We Count LA. Please make sure you do all of the following to ensure that all of your valuable content is correctly submitted so that we may feature it.

- **Include a signed photo release.** All photos and videos submitted must include a signed release that states subjects of said materials are aware of and agree to be featured in We Count LA materials. A template for the release can be found on the next page.
- **Submitted content must be unedited.** Please do not submit photos and or videos that have been edited, include watermarks, or any alterations.
- **Submit images and videos in the same resolution and file type.** Please submit high-resolution images where possible and submit the images as JPEGs.
- **Label assets consistently.** If you are submitting multiple images of the same person/place/organization, please title them as “First Name - Last Name - Asset #”
 - Example: “Julia Bogany - 1” and “Julia Bogany - 2”
- **Submit assets to the same location.** When you have images to send, submit them all at once [here](#).

Photo Release Form

PARTICIPANT'S NAME: _____

I _____ hereby authorize We Count Los Angeles (We Count LA) to publish photographs taken of me, and my name, for use in We Count LA's printed publications, website, and social platforms.

I acknowledge that since my participation in publications, websites and social platforms produced by We Count LA is voluntary, I will receive no financial compensation.

I release We Count LA, California Community Foundation, its board members, employees and volunteers from liability for any claims by me or any third party in connection with my participation.

I understand that We Count LA and its parent group, California Community Foundation, are non-profit organizations and that use of photographs will be limited to educational, non-commercial purposes.

I represent that I am over the age of eighteen and that I have read the foregoing and completely understand the content thereof.

I HAVE READ AND UNDERSTAND THE ABOVE:

SIGNATURE _____

PRINTED NAME _____

ORGANIZATION NAME (IF APPLICABLE) _____

ADDRESS _____

DATE _____