



HeartsApart.org

## **FREQUENTLY ASKED QUESTIONS FOR PHOTOGRAPHERS**

We have put together a list of FAQs that are most commonly asked by our photographers. As an organization that is primarily supported by volunteers, we are not able to respond to questions around the clock, so the information below may be very helpful to you.

### **How do I apply?**

Visit [www.heartsapart.org](http://www.heartsapart.org) and click on, “Ways to Help” then click on the tab that says, “Photographers and Volunteers”. Then, click on the “Photographer Application” and enter your information. After that, you will receive an email confirmation letting you know that it was submitted correctly. Your work will be reviewed by our Director of Photography and if it is approved, you will receive an email asking you to fill out the “Photographer Copyright Release”. Please email the release form to [KristenM@CastleBranch.com](mailto:KristenM@CastleBranch.com) or fax it to 910-815-3828. This form can also be found on the “Photographers and Volunteers” page on our website. Please note, we cannot add you as an official HeartsApart.org photographer until we receive your release form.

### **How much time would I need to commit as a HeartsApart.org photographer?**

The time commitment varies largely between photographers and their location. Some photographers commit to a certain number of sessions, while others simply tell us to contact them when there is a request and they will let us know if they are available.

### **Do families contact me directly to request a photo session?**

No. For many reasons, we need to ensure that we follow the same process for scheduling each session. When a family requests a session in your area, you will be contacted directly by our Project Director, Mary Heath. If a family contacts you directly requesting a session, politely tell them that they will need to go through our website and click on the link that says “Schedule Your Portrait”.

### **What is required for each photo session?**

Each session consists of 2 required shots of the service member. 1)The dress uniform and 2)The “combat ready” camouflage uniform. The family can also be included in additional photos with the service member in their uniforms. The rest of the photos are up to you and the family. We request at least 20 edited high resolution jpeg photos after the session. We ask that you please send us the photos within two weeks of the session. We will send you a secure link to upload them to our archive, PhotoShelter. After that, your work is complete! We will provide the family with a DVD of the photos and print release as well as a durable bi-fold of photos for the service member to have with them on the deployment.

### **Do I need my own photo studio in order to participate?**

No. Many of our photographers are only on location. Please keep in mind while shooting on location, you will want to have a place available for uniform and wardrobe changes.

### **Who do we contact if our schedule changes?**

If your schedule changes and you need to cancel or postpone a session, please contact Kristen McKeithan at [KristenM@CastleBranch.com](mailto:KristenM@CastleBranch.com). She will contact the family directly to let them know of the change. If you run into a last minute change or delay on the day of your session, please contact the family directly. We will always provide you with the family's phone number and email address prior to the session.

### **Why do we need to fill out a copyright license release form?**

Since HeartsApart.org is a non-profit organization based solely on photography, we may use some of your photos to help build awareness for other military families and individuals that can help fund our efforts. As the photographer, you maintain all copyrights to the photographs, but you grant HeartsApart.org (“Licensee”) an unlimited, irrevocable, royalty-free, right and license to use any and all photographs.

### **The copyright release references \$10.00, what does that mean?**

Please disregard the \$10.00 on the release form.

### **The copyright release has a place for “the following individuals”, what do I put there?**

Please put “HeartsApart.org” in this space.

### **Can we post the photos on our own photography website and social media?**

Yes, we encourage you to do so to help spread the word about HeartsApart.org. When posting the photos on social media, we just ask that you please note that the session was done for HeartsApart.org and tag us. We frequently post Facebook albums on our page and we always credit the photographer for their session. We will also “share” your photography posts on our HeartsApart.org Facebook page, so that our followers can see your work.

**Please note, when posting photos online, it is extremely important that you never reveal where or when the service member will be deployed.**

If you still have questions, please contact Mary at [KristenM@CastleBranch.com](mailto:KristenM@CastleBranch.com).