



Charles County Government
OFFICE OF THE COUNTY ADMINISTRATOR

CHARLES COUNTY COMMISSIONERS

Peter F. Murphy, *President*
Ken Robinson, *Vice President*
Debra M. Davis, Esq.
Amanda M. Stewart, M.Ed.
Bobby Rucci

Michael D. Mallinoff
County Administrator

Photo of the Week Program

Please read the following rules before you submit your entry to the Charles County Government's Photo of the Week program. This is not a contest. All entries that follow the guidelines below will be accepted. Any and all entries that do not comply with the rules will be deleted.

RULES

1. Only digital images are acceptable. Submit digital photos by e-mail to mediapromotions@charlescounty.org in JPEG format. Photos should be attached to the e-mail versus inserted into the body of the e-mail.
2. Your full name and a brief description of the photo must be included.
3. Save your digital photos as JPEG files at a minimum size of 800 pixels wide or at least 4 inches wide at 200 DPI. Photos larger than this are acceptable. Save the JPEG image file at a good or high quality setting. The actual posting size is 345 x 325 pixels.
4. Do not submit images that are digitally altered beyond the necessary dodging, burning, cropping, color balancing, and sharpening. We are assuming that your digital image reflects what your camera recorded at the moment you released the shutter.
5. All images must be the work of the author posting.
6. All images provided may be used to promote Charles County through Charles County Government; although copyright will remain with the author and you will be given full credit.
7. Each week the Charles County Government Media Office will choose a random image to be posted online at www.CharlesCountyMD.gov. Images will also be posted on the Charles County Government's Facebook and Flickr pages.
8. Photos will remain online at www.CharlesCountyMD.gov for seven days. Photos will remain permanently on the Charles County Government Facebook and Flickr pages.

Your Charles County Connection...

Departments: Community Services • Emergency Services • Fiscal & Administrative Services
Human Resources • Planning & Growth Management • Public Works

Offices: Media • Public Information • Safety • Security • Tourism

P.O. Box 2150 • 200 Baltimore Street • La Plata, Maryland 20646 • 301-645-0553 • 301-870-3000

Fax: 301-648-0544 • E-Mail: Commissioner@CharlesCountyMD.gov

Maryland Relay Service: 711 • Relay Service TDD: 1-800-735-2258 • Equal Opportunity County

Visit us online at www.CharlesCountyMD.gov



Photo of the Week Program Rules

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9. In the event recognizable people appear in your photograph, you must be prepared to provide the Photo Release Form signed by those people, authorizing our release of the photograph (see page 3).
10. In the event the photograph is taken on private property, you must be prepared to provide the Photo Release Form signed by the owners of the property, authorizing our publication of the photograph (see page 3).
11. Charles County Government will not consider a photograph that it identifies as obscene, provocative, or otherwise containing objectionable content - nude photography is prohibited. Charles County Government will not allow images of a graphic and/or sexual content.
12. By the act of e-mailing a photo, you automatically grant to Charles County Government the right to publish the photo on the website at www.CharlesCountyMD.gov and the Charles County Government Facebook and Flickr pages at no cost to Charles County Government. You further warrant that you are the sole creator and owner of the photo and own the rights to enter the photo in the Photo of the Week program. Individual photographers will retain all copyrights to their own work.
13. These rules may be updated/changed periodically. Please review on a regular basis.

Updated: Monday, July 27, 2015



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Photo of the Week Program
Photo Release Form

I do hereby authorize _____ (photographer) to take photographs of me/my child or my property for promotional and/or educational purposes. I do hereby authorize _____ (photographer) to release the information provided by me for promotional purposes to the Charles County Government for the "Photo of the Week" program.

I hereby state that the released information is freely, willingly, and voluntarily made.

Name					
Address					
City		State		Zip	
Daytime Phone			Evening Phone		

Signature: _____ **Date:** _____

Customer/Individual Comments, Quotes, and/or Statements:

In the event that the person photographed is a minor (under the age of 18), the signature of the parent/guardian is required below:

Signature: _____ **Date:** _____

Printed Name: _____