

Community Road Safety Grant Photo guide

Before taking the photo

- Think about why you are taking the photo and what you are trying to convey.
- Think ahead about how you will pose people and frame your shot.
- Make a list of the shots you would like to get.
- Make sure your camera battery is charged and there is room on the camera's memory card.
- Select a large file size and resolution from your camera's settings menu – large photos are easier to edit and crop without losing quality.
- Have photo consent forms on hand.

Location and lighting

- Scope out the location of your shot beforehand.
- Ensure the location gives the photo context – for example, a shot of a construction team on site or near equipment is more meaningful than a shot of them in front of a brick wall.
- Check the background and foreground for obstacles or distractions, and remove them or move to another location.
- Is there enough light? Do you need a flash? If in doubt set the camera to automatic. It is best to use the flash if you are taking a photo indoors.

If it is a bright day, try to position the subject with their side to the sun. Facing the subject toward the sun may cause them to squint and facing them away from the sun may cause shadowing on their face.

Tips to consider when photographing people

- Ensure the images are appropriate. If you are photographing a particular work role, use people who actually perform those tasks.
- Keep talking to your subject, be clear about what you want them to do, and tell them how much longer you require them to stay.
- Show people interacting where possible.
- Keep groups to three or four people at most.
- For photos on work sites, ensure that appropriate safety gear is worn.
- Keep track of the names of the people in each shot.

Managing your photos

Image properties

- Photos should be taken at a high enough resolution for publication that is, 300 dpi or higher. To check the photo properties, right-click on the digital image and choose 'properties'.
- Images should be provided in colour (preferably) or black & white and saved in TIFF, JPEG or EPS format.

Photo details

Take note of photo details for future reference:

- the subject of the photo
- when the photo was taken
- where the photo was taken
- what is happening in the photo, especially if it is not immediately obvious
- the name and job title of all people in the photo.

Getting consent for your images

- You will need a signed Department of Transport and Main Roads Community Road Safety Grant Photo Consent Form F5146 for every person appearing in a photo (if the person's identity is clear or can reasonably be worked out from the image), including Queensland Government employees.
- Please retain the signed photo consent forms with your final grant documentation.