



# Volunteer Photographer Packet

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## Welcome!

We're so glad you are joining us as a volunteer Photographer with Joni and Friends! Thank you for your heart to serve God and families living with disability.

Please read through this packet, which outlines the expectations and processes of serving as a volunteer Photographer and fill out the Volunteer Photographer Agreement. We have updated our processes and expectations to help you shoot and deliver your best looking and highest quality photos. If you have any questions, please contact your event or team leader or the Joni and Friends Visual Media Services team at [visualmedia@joniandfriends.org](mailto:visualmedia@joniandfriends.org).

## Joni and Friends Mission

"To glorify God as we communicate the Gospel and mobilize the global church to evangelize, disciple and serve people living with disability."

We ask that you keep this mission in mind as you serve our families and our ministry as a photographer. No matter the disability, all people are made in God's likeness. Therefore, we try to represent people respectfully and with dignity in the photos we take.

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# ***Retreats & Getaways***

## **Photography Guidelines**

# Photography Guidelines | *Retreats & Getaways*

Your service as a volunteer Photographer helps promote Joni and Friends and will increase the number of families we can serve.

## Photo Delivery Process

The photos you take help us tell the stories of what God is doing in the lives of families through our *Retreats & Getaways*! Because of the number of photos we receive, and to deliver the best quality photos to those we serve, we have developed a few standardized practices.

1. Ensure your camera is set to shoot in its RAW file format(.RAW, .NEF, .CRW, .ARW).
2. Reduce the number of photos to no more than your best 1,000 photos, deleting all duplicates, blurry, or out-of-focus photos.
3. If you have editing software, convert all your RAW images to DNGS. This will ensure that any editing you do is contained within the same file.
4. Make any edits to the DNG files. Photo editing is not required but helps us get the best-looking version of your photos to the families.
5. Upload your album of no more than 1,000 photos to the designated link provided by your event director. Our team will preview and then deliver the album via email to all volunteers and participants. It is not your responsibility to deliver the photos to the families.

## How Your Photos Will Be Used:

1. Joni and Friends will distribute the photo to the families attending this event.
2. At your discretion, or at the request of your retreat or getaway leadership, you may make slideshows or highlight reels for use during the event.
3. Photos will be retained and used by Joni and Friends for promotion and fundraising.

## No-Photo Individuals

Some individuals may have declined the appearance release consent. A common example of this is foster children who legally cannot appear in photos. Your retreat or getaway event manager will identify any such people for you. Do your best not to photograph people in this situation.

## Questions

If you have questions about this packet or your role as volunteer photographer, you may contact Joni and Friends Visual Media Services at [visualmedia@joniandfriends.org](mailto:visualmedia@joniandfriends.org).



# Photography Guidelines | *Retreats & Getaways*

Look for opportunities to shoot the following types of photos.

## Family Portraits



Ensuring each family gets a nice, well-lit portrait not only blesses families immensely, but it allows Joni and Friends to tell their story well in blogs or Newsletters. Portraits in typical clothing in generic camp settings are far more useful than photos on a silly background with crazy hair or costumes.

This may require scheduling an “assembly-line” style session before or after dinner, and may require being flexible for makeup

sessions, as families might not be able to get all members to cooperate at your scheduled time. Be patient and diligent, and know that your effort in this area is worth it!

## Family Arrivals



The initial arrivals are one of the best places to capture big smiles, excitement, and hugs, with everyone cheering and holding signs. It’s great to get the volunteers’ excitement, but don’t forget to turn around and capture the reactions of families as they arrive.



## Volunteer Bonding and Connection



These are among the most useful photos for Joni and Friends, showing service and ministry in action! We love seeing quiet moments between campers and their volunteers, but also fun moments, big smiles, and activities done together. One-on-one moments are great, but also consider how you can show groups of around 3-6 campers and volunteers. Large groups and crowds are less useful, as it is difficult to focus attention.

## Activities and Fun



Review the day's schedule and plan where you can capture the most action. We love seeing high-action activities such as canoe rides, horseback rides, climbing walls, etc. We especially love to show people with disabilities pushing their limits by participating in activities that may not be accessible to them elsewhere.

## Spiritual Impact



We want to highlight the spiritual impact of a retreat or getaway. This includes Bible teaching and worship times. But we especially love seeing one-on-one or small group prayer and Bible study. And, even better, when people with disabilities are leading.



## Adult Couples/Singles Shots



Just like the family shots, try to capture each adult couple together, as marriage restoration is an important feature of *Retreats & Getaways*. Couples “date night” is the easiest way to capture these photos, creating an “assembly-line” for photos upon arrival. It is also important to photograph single parents during this time, so all are included. If a single parent wants a photo with a friend, ensure that you have a singular portrait taken of them first!

## Featuring Disability



It is especially important to feature disability at a Joni and Friends retreat or getaway, and as mentioned, making an effort to do so with respect and dignity. The easiest thing to consider is shooting people at eye-level. If someone is in a wheelchair, get down on their level to shoot them. This humanizes the individual, instead of looking down on them from above.

While closeups on smiling faces are essential shots, we also find it useful to have wide full shots of individuals, especially those in wheelchairs and using mobility devices. Try to shoot options that include the whole chair, without cutting it off on any side.

For some individuals, it is common for drool or other unflattering bodily functions to be present. When you

notice this, slow down, ask a family member or volunteer to help the individual look their best before shooting them. Consider how that individual or their family might want them to be presented if a photo were to be published.





# ***Wheels*** ***for the World***™

## Photography Guidelines

# Photography Guidelines | *Wheels for the World*

*Wheels for the World* outreaches can be hectic, with many people getting fitted to a wheelchair at once. Instead of thinking of yourself as an “event photographer” trying to cover all activity, identify key recipients with interesting stories and those who are visually compelling.

As the Photographer, you will work as a team with your counterpart, the Journalist, to tell complete stories of select wheelchair recipients. Establishing good communication with the Journalist will be key to your combined success! The Journalist will work to collect well rounded stories of wheelchair recipients, while you will work to create beautiful supporting images for their stories. The Journalist is tasked with gathering two complete stories each day. Please make sure you support these stories with a complete set of photos.

## Priorities

1. Coordinate with your Journalist counterpart to capture the complete visual journey of select wheelchair recipients (examples of each step on page 10)
2. Take high-value photos:
  - Final fit shots of as many recipients as possible
  - General coverage of the outreach

## Photo Delivery Process

1. Your team leader will provide you with an SD card to shoot on.
2. Ensure your camera is set to shoot in its RAW file format(.RAW, .NEF, .CRW, .ARW).
3. Use your time on the bus to and from the distribution site each day to go through your photos in camera, deleting the duplicates, blurry or unflattering photos.
4. At the end of the outreach, turn your SD card over to your team leader who will make sure it gets back to our program coordinators at our headquarters.

## How Your Photos Will Be Used

1. Approximately two weeks after the outreach the team should receive a link via email to access the photos.
2. Photos will be retained and used by Joni and Friends for promotion and fundraising.



## Featuring Disability

While we do want to capture the hardship and poverty experienced by many recipients at a *Wheels for the World* outreach, it is important to depict individuals with disabilities with respect and dignity. How?

- Consider photographing people at eye-level. If someone is in a wheelchair, get down on their level. This humanizes the individual, instead of looking down on them from above.
- While close-ups on smiling faces are essential shots, we also find it useful to have wide full shots of individuals, especially those in wheelchairs and using mobility devices. Try to shoot options that include the whole chair, without cutting it off on any side.
- For some individuals, it is common for drool or other unflattering bodily functions to be visible. When you notice this, slow down, ask a family member or volunteer to help the individual look their best before shooting them. Consider how that individual or their family might want them to be represented if a photo were published. Please extend the same courtesy to people with disabilities you would to anyone else.

## Questions

If you have questions about this packet or your role as volunteer photographer, you may contact Joni and Friends Visual Media Services at **[visualmedia@joniandfriends.org](mailto:visualmedia@joniandfriends.org)**.

# Photography Guidelines | *Wheels for the World*

For your selected stories, these are the key moments to cover.

## Waiting Room



As the recipient and their family wait to be seen, capture quiet moments of struggle, anticipation, or connection they have with their caregiver.

## Fitting & Assessment



This process usually happens in a standard or “transport” wheelchair. A physical therapist will take measurements to custom fit the recipient’s wheelchair.

## Adjusting the Chair



A mechanic will adjust the recipient’s chair with the recipient sitting in it. Wide shots will show both the emotion of the recipient and the work the mechanic is doing.



## Volunteer Interaction



As volunteer members interact with the recipient to put them at ease and build relationships, this is a wonderful opportunity to capture heart felt moments of connection.

## Recipient Close-Ups



Close-up shots can be taken throughout the process. We love seeing the joy a recipient experiences in their new chair. For stories you follow closely, you can also capture the strong emotions experienced by parents and family members.

## Evangelism



These shots feature the spiritual impact of the *Wheels for the World* program. Capture recipients and their families meeting with the local pastors and receiving Bibles, Joni Eareckson Tada's book, and other Joni and Friends materials. Candid shots are preferred, but recipients holding up the Bibles or books they received are also needed.

## Final Wheelchair Fit



This is the most essential shot on the list.

After the recipient is in their properly fitted wheelchair, please take their “final fit” shot. The shot should feature the recipient by themselves, looking and smiling for the camera (if able), taken from eye-level with the recipient. This should be a wide shot showing the entire chair, not cut off on any side. Ideally this shot will be taken away from the action of the distribution without any “step and repeat” banners or other branded signage behind them. If possible, ask the recipient to remove any nametags, numbers, or other items they may have been given for identification purposes. Please take horizontal and vertical options.

Ideally, we would like a final fit shot of every recipient, but they are essential for the stories you are following. The team leader should help ensure each recipient is available for a final fit shot as part of the process.



### With Family Member(s)

After the final fit shot, it's nice to get an alternate shot with a family member to show joy and excitement. Try to keep groups small, not overly crowded with people.



### Posed With Volunteers

Similar to the family shot, it can be nice to get a shot with the recipient and their volunteers (physical therapist, mechanic, etc).



## Other Shots to Look For...



**Establishing Shots:** The building exterior, interior, Joni and Friends signage, and wheelchair work areas.

**Arrivals:** It can be impactful to see how some recipients arrive, especially those crawling on their hands and knees, being carried, or brought by unconventional means like wheelbarrows, etc.

**Departures:** When a family leaves, get a wide shot of them with the recipient wheeling away, showing excitement, possibly waving as they leave.

## Proper vs. Improperly Fitted Wheelchairs



**Dangling Foot  
(Missing Footrest)**



**Child “Swimming”  
in Chair  
(Chair Too Wide)**



**Arm Rests Too High  
(Child in Adult  
Transport Chair)**

It is important to show recipients in properly fitted wheelchairs. Shots of recipients in chairs that are incomplete or not properly fitted are mostly unusable. Here are some things to look out for in an improperly fitted wheelchair:

- Feet dangling (feet should always be on footrests).
- Armrests too high (elbows should be able to rest comfortably).
- Knees extending far beyond the front of the wheelchair seat.
- A child swimming in a chair far too large for them.

Except during the “Fitting & Assessment” phase, when they are actively being measured by a volunteer, we cannot use shots of children sitting in adult-size wheelchairs. Knowing what to look for and what cannot be used should help focus your time and attention.