

DISTRICT 5130 CLUB RESOURCE

Photography Checklist

The essential images, permissions and delivery standards for every local Torch event

ACTION OVER LINEUPS

Prioritize people walking, welcoming, carrying and passing the Torch. Take a group photo too—but lead with active, human moments.

Eight essential photographs

- ☐ Torch arriving
- ☐ Torch in motion
- ☐ Visible Torch handoff
- ☐ Wide group photograph
- ☐ Youth or families participating
- ☐ Community partners or officials
- ☐ Clear Rotary / End Polio Now branding
- ☐ Local landmark or recognizable community setting

Quality and permission

- ☐ Assign one photographer before the event.
- ☐ Take both horizontal and vertical images.
- ☐ Move close enough to see faces and expressions.
- ☐ Avoid harsh backlighting and cluttered backgrounds.
- ☐ Leave room around the subject for cropping.
- ☐ Confirm names and titles for key photographs.
- ☐ Handle photo permission, especially for youth.
- ☐ Do not apply filters that distort people, logos or brand colors.

Send to the District within 48 hours

Submit 5-10 original, high-resolution photographs; one short video; a caption identifying the club, community, date and activity; and the names of key people pictured. Do not send screenshots or photographs copied from social media when originals are available.