

PHOTOGRAPHY AND VIDEO AT COMMUNITY EVENTS

Best Practices

This document provides event organizers with clear guidelines on taking photos and videos at community events. It aims to help capture meaningful moments while upholding the privacy, dignity, comfort and safety of all participants.



Inform Participants and Obtain Consent

Clearly announce at the beginning of the event that photos and videos will be taken.

Post visible signage at entrances and activity areas indicating photography and videography will occur.

Invite participants who do not wish to be photographed to speak with event staff so accommodations can be made.

Clearly explain the purpose of the photo and how it may be used (e.g., City website, social media, newsletters or promotional materials).

Use written photo waivers whenever possible, particularly for close-up images, children and vulnerable individuals. For children and youth, consent must be obtained from a parent or legal guardian.

Verbal consent is acceptable for general or crowd photos; however, permission must always be requested before taking a photo in which someone can be clearly identified.

Protect Participant Privacy and Dignity

Prioritize group or activity photos where individuals are not easily identifiable.

Avoid close-up images of children or vulnerable individuals unless explicit permission has been granted.

Do not photograph sensitive, private or potentially uncomfortable situations.

Photography and videography are strictly prohibited in washrooms, change rooms and other areas where people expect privacy.

Accommodate Participants Who Opt Out

Provide discreet visual indicators (e.g., stickers, wristbands or badges) for participants who prefer not to appear in photos.

Ensure all photographers, volunteers and staff understand these indicators and how to accommodate participant preferences.

Never pressure individuals to be photographed if they decline, and respect withdrawal of consent at any time.

Photographer Conduct and Identification

Photographers must follow the event organizer's directions and ensure photography does not interfere with programming or participant safety.

Where possible, photographers should be clearly identifiable (e.g., badge or lanyard) and receive a brief overview of expectations before the event.

Responsible Use and Removal of Photos

Review images before posting or sharing to ensure individuals who opted out are not included.

Use photos only for approved purposes and do not share with third parties without additional consent.

Respond promptly to requests to remove or delete photographs.



For more resources, visit greatersudbury.ca/planaspecialevent

COMMUNITY EVENT PHOTO AND VIDEO Consent Waiver

Event Name:

Date:

This form is used to obtain your consent to be photographed or recorded on video during this event. Photos and videos may be used by the event organizer for promotional and communication purposes, including social media, newsletters, websites, print materials and other public communications.

By signing below, you give permission for the event organizer to photograph or record you during the event. Participation is voluntary, and you may withdraw your consent at any time by notifying the event organizer.

Participant Name (Print):

Participant Signature:

Date:

If the participant is under 18 years of age, I confirm that I am the parent or legal guardian and provide consent on their behalf.

Parent/Guardian Name (Print):

Parent/Guardian Signature:

Date:



For more resources, visit
greatersudbury.ca/planaspecialevent



PHOTOGRAPHY AND VIDEO NOTICE

Photos and videos are
being taken at this event.

If you do not wish to be included,
please notify the event organizer.