

Guide for Photographers

Photo releases

Students, staff, and faculty walking around the Law School who are photographed candidly or who appear in the background of images do not need to sign a photo release.

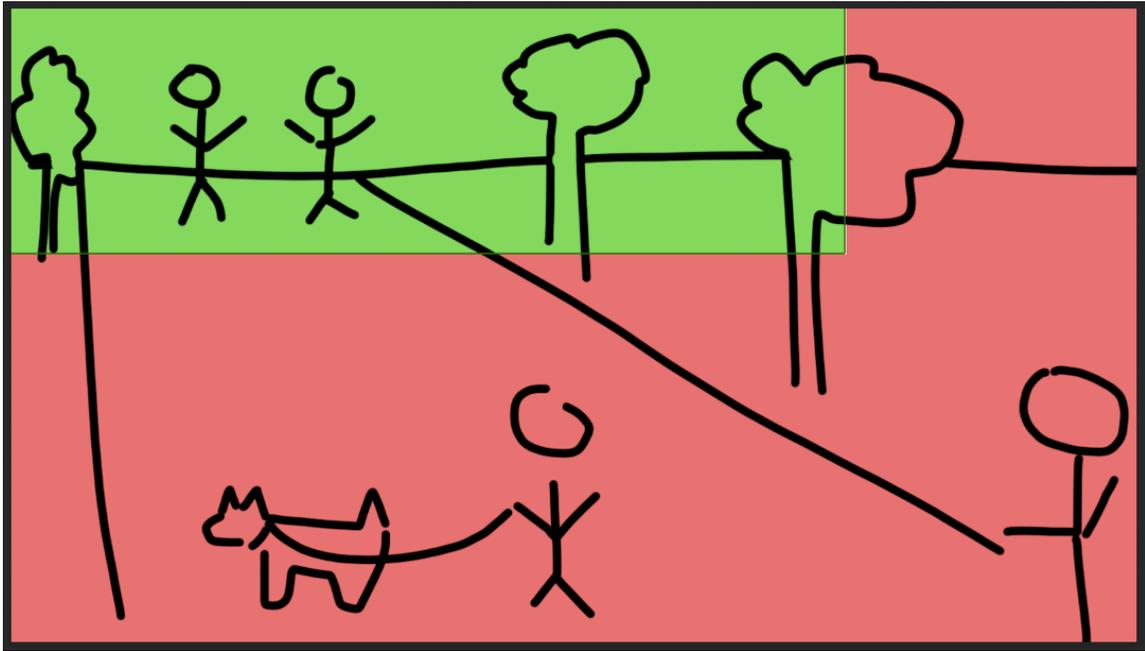
However, portraits taken of faculty and students in a classroom setting or as photo shoots require a photo release. In the case of minor children, the release must be signed by a parent or guardian. (Release is attached to the last page of this document).

Best practices

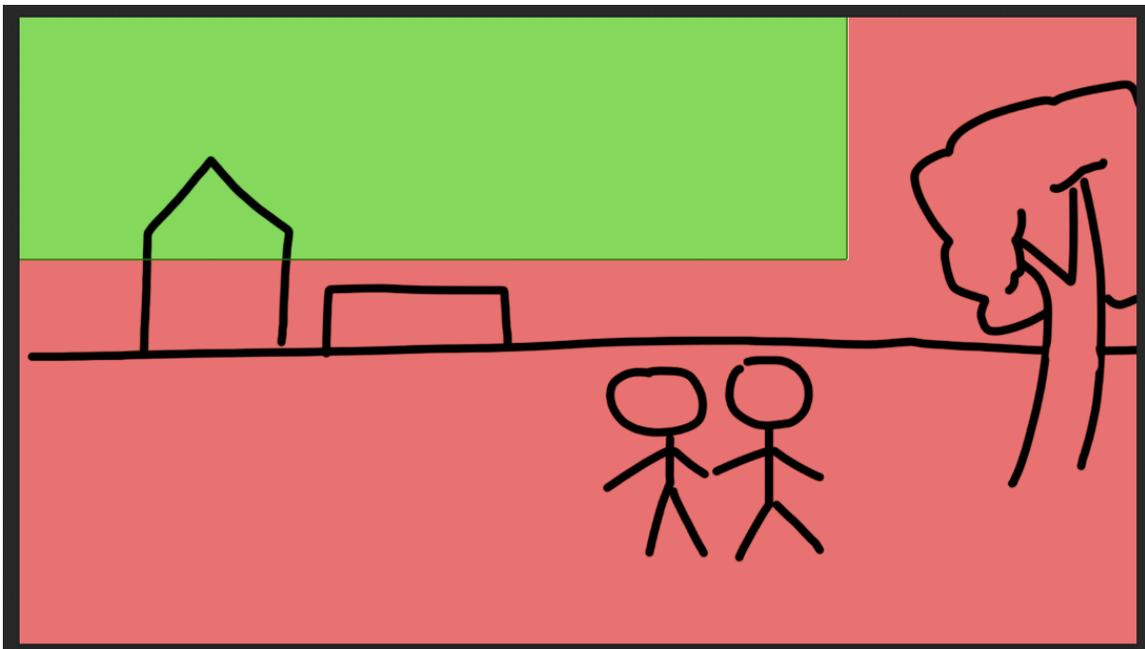
- When photographing panel or roundtable discussions, every attempt should be made to get a photo of all panelists standing together before or after the event. (Not behind the panel tables or lecterns). Take a horizontal shot with some space on either side to allow for later cropping.
- Avoid photographing the backs of people's heads. If they are standing in a circular group, ask if they might pose for a photo. They usually say yes and then you can see everyone's faces!
- If there is alcohol served at an event, encourage subjects to lower their drinks while posing for photos, especially if they are in solo cups.

- When shooting candid or “beauty shots” of the campus, shoot at least one “version” of each subject that foregrounds the subject in the top left third of the frame. Nothing integral to the photo should be on the right third or bottom two thirds of the frame. (See image below; this allows us to use the photo in our responsive mobile app).

Good framing (some subjects still in green zone):



Bad framing (subject will be cropped out in mobile app):



Columbia University School of Law

Photo / Video Release

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I understand that Columbia may include the Materials in Columbia's publications, website, social media, and other publicity material. The image(s) will remain the property of Columbia and will be used for the purpose of promoting Columbia Law School and its programs.

I permit Columbia to use Photographs or Photographs of me/my relative, or the Materials, as appropriate, in its publications and publicity material, including both those in print and those online (on the Internet).

Signed: _____

Print name: _____

Date: _____

Parent/Guardian signature if the person is under the age of 18
