

Photography Guidelines for Mission Awards nominations

Please submit photographs of your nominee along with your nomination form. The photographs may be used during recognition events or on the Covenant Mission Awards website.

Please ensure the photographs and consent forms meet the following criteria:

Include:

- At least one profile photo (head shot) of your nominee or team
- At least one photo of the nominee or team in their work environment showing how they demonstrate the value (i.e., show a team collaborating or an individual having a compassionate encounter)
- Use well-lit areas and a variety of backgrounds/settings
- Submit up to 2 photos for individual nominations and up to 4 photos for team nominations
- Ask someone from your team to help take photos

Format:

- If possible, use a DSLR or point and shoot camera, although a cell phone camera will work
- Submit photos in the highest quality possible, preferred minimum dimension of 1920pxX1080px, saved as jpeg, png or RAW
- Please ensure that no confidential patient or staff member information appears in the photographs (i.e. whiteboards, charts or documents)
- It is preferred that images are taken horizontally (versus vertically/portrait style) because it works better for the website profiles.

Consent forms

- Individual nominees will have signed consent on the nomination form, but **every other person** appearing in the photograph must sign this [photo consent form](#); including: members of a team nomination, colleagues or a patient/resident.
- The person signing consent need to review the consent form, fill in their name at the top, include their email address, check off the boxes, sign and date the form and have a witness to sign it.
- **Please number the photos and make reference to which photo the consent form applies to.**

Submitting Photos:

- Submit your photos to your Site Champion with your nomination form by **December 15, 2023**. Click here for list of [Site Champions](#).

Questions:

- Please contact your [Site Champion](#) or for general questions contact missionawards@covenanthealth.ca