

20th Celebration of Light School Photo Upload Instructions

Important Notice: Fulcrum will use these photos for promotional materials before, during, and after the Celebration of Light. **Please only send us photos that we will have permission to use per your school's privacy policies.** By sending Fulcrum a photo, you are giving express permission that Fulcrum may use this photo in any print and/or online materials for the Fulcrum Foundation. Please let us know if you have any questions regarding this policy (see contact info below).

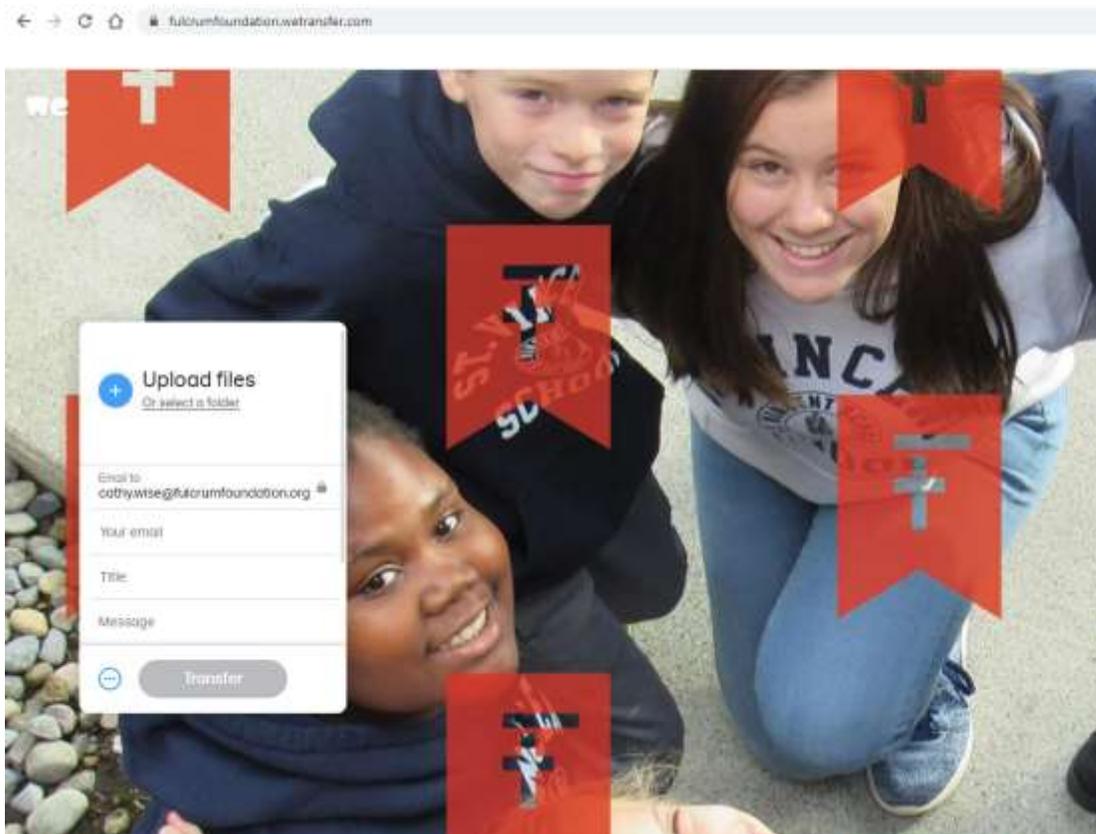
5-10 Photos of both categories

- 1) groups of students preferred
- 2) teachers, staff (office and building personnel) in action

Clear, in-focus photos of good quality and resolution (photos downloaded from the internet or social media generally don't fare well); look for some that are at least 300 kb or 0.3Mb; larger files accepted and are welcome for possible future use in printed materials

Please use the WeTransfer online service to send your photos to our account (no size limit!) with these instructions:

- 1) Go to: fulcrumfoundation.WeTransfer.com
- 2) You will see this form with my email address in the "Email to" field



3) Fill out the rest of the form in this way:

Your Email: *Type your email here*

Title: COL22 Photos: *Name of Your School*

Message: *Please indicate the following two things*

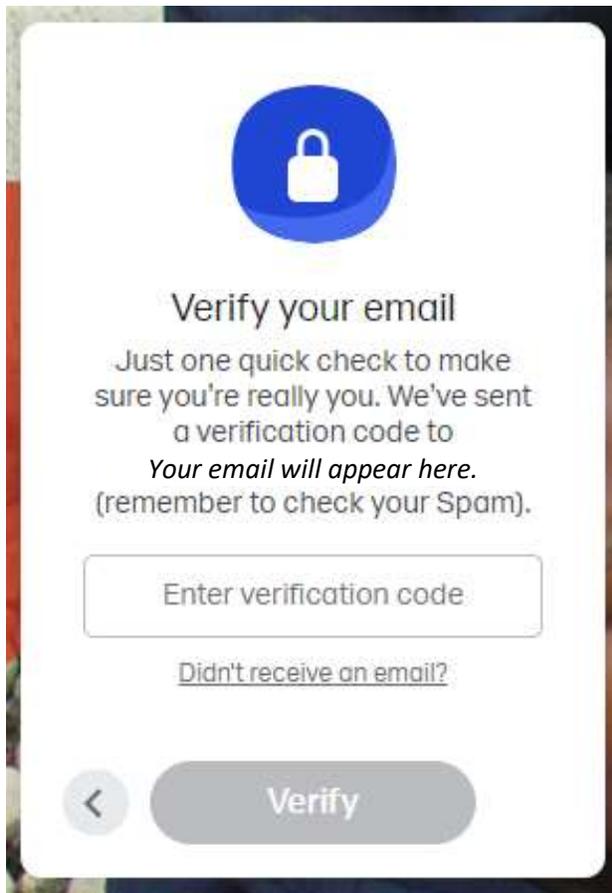
a) that you have the needed photo permissions from each identifiable student in the photo and that Fulcrum Foundation can use these photos for the 20th Celebration of Light slideshow to be shown at the gala.

b) if appropriate permission is given for Fulcrum Foundation to use the photos for other publications

5) Upload individual files by clicking on  or by clicking "Or select a folder" to navigate to and upload an entire folder

6) Click on "Transfer"; before files are actually sent, your email address will receive a Verification Code

7) Put the emailed verification code in the box indicated, then hit "Verify"; the files will then be transferred to the Fulcrum WeTransfer account where we can download them



Please feel free to email me, Cathy, with any questions! cathy.wise@fulcrumfoundation.org