

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE NO. 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES  
PHOTOGRAPHER  
CHAPTER 4 APPENDIX (I)**

- I**     **Official Photographer:** Responsible for taking photographs of convention activities for publicity purposes.
- A. Photographs of distinguished guests and speakers should be provided for newspaper and NARFE National Magazine releases
  - B. The Photographer should work closely with the Publicity Chair in preparing articles for newspapers and NARFE National Magazine
  - C. A special reserved seat, in the audience near the head table shall be reserved during the convention for the Official Photographer
  - D. The Federation Secretary will require several photographs of convention highlights, such as the installation of officers, award ceremonies, distinguished speakers, etc., to accompany the official convention report to NARFE National Headquarters, for publication in the NARFE National Magazine, and for Federation history records
  - E. Traditionally, a photograph of the Convention President and National Officer(s) in attendance at the Convention are forwarded for publication in the NARFE National Magazine with the official convention report
  - F. A complete set of photographs taken should be provided to the Outgoing CSFC President in a book, scrapbook or photo album as a memento, the cost to be borne by the Convention Host Committee
  - G. As an additional fundraiser, the Convention Host Committee may decide to take photographs of members attending the banquet. These photographs may be sold for a nominal fee.
  - H. If possible, arrangements may be made to provide copies of photos to persons who express an interest in particular photos. A reasonable fee may be charged for such copies

**END**