



## **Photo Processing Committee (1 Lead + 3-5 Volunteers)**

The Photo Processing Committee manages the collection of image files from artists, processes them to meet the specifications required for upload to the website/app and ensures the Advertising and Website/App Committees have access to them.

- Access files on DropBox, verify quality, format and naming convention, follow up with artists as necessary
- Make any needed file sizing adjustments
- Document 'how to's' for future years and note ways to improve the process

Helpful skills: attention to detail, email, photo processing software, such as Photoshop or others.