Royal College of Physicians
11 St Andrews Place, Regent's Park
London NW1 4LE

+44 (0)20 3075 1511
fffap@rcp.ac.uk
rcp.ac.uk

Photography checklist

Complete	Important things to consider…
	Consent
	Has everyone in the photograph consented to their picture being used and submitted to the RCP? Remember to complete the 'photography and filming consent form' and any other consent forms that may be required within your organisation.
	Sensitive information
	Make sure there is no sensitive information in view in your photograph. For example, NHS numbers, patient names and dates of birth.
	Clinical care
	Please ensure that where clinical care is being demonstrated, that safe, high-quality practice is visible. Examples include correct use of PPE, adherence to infection control, safe moving and handling techniques, appropriate clothing and footwear, appropriate use of walking or other mobility aids.
	Lighting
	Is the subject of your photograph in front of the window? It is better to position yourself in front of a window when taking a photograph, to make the most of natural light.
	Aspect
	Are you able to take your photograph in both portrait and landscape orientation? By doing this we will have more options of where we can use your imagery.
	Resolution
	Hi-res or 'high resolution' images are at least 300 pixels per inch (ppi). This resolution is the minimum required for good quality photographs. Most (but not all) modern mobile phones photograph at this quality. If the resolution of your photograph is not high enough we may not be able to use your material.

Name of person completing/submitting the form: _____

Email: _____Trust name: _____

General tips when photographing people:
People are at the heart of the work the RCP does. Portraits should have eye contact, looking unstaged and real, with natural tones completing the composition. Portraits should be in a real setting, preferably in your work setting.

Example of portraits in a work environment:

Example of people in real situations: