



Nevada Camera Club Special Event Guidelines

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Nevada Camera Club Special Event Guidelines

Nevada Camera Club (NCC) encourages special events within the community. Each event should highlight the photographers involved and strengthen the presence of Nevada Camera Club. The guidelines below will help the NCC Special Event Chairperson plan, organize and deliver a successful event.

A proposal containing all required information for the special event must be presented to the Executive Board. Special Event Chairperson's proposal must be reviewed and approved before any commitments are made prior to proceeding with the parties involved. After the event, the Special Event Chairperson will update the Executive Board with a summary of the event's outcomes, successes, and any lessons learned at the next scheduled board meeting.

General

NCC Special Event Chairperson will gather details about the event itself including where, when, and why it's being held, and the number of NCC participants with the ***option to cancel if the minimum agreed upon participant level is not met.*** They should also document roles, any special requirements, identify the points of contact for organizers and volunteers and record the event location along with relevant facility details.

1. How will the photographer's images be displayed?
 - *Confirm the presentation format, such as matted prints, framed pieces, or mounted displays.*
 - *Ensure each image includes an identification card with image title, photographer's name and Nevada Camera Club affiliation*
2. What is the time and place of the event?
 - *Record the venue*
 - *Address*
 - *Date and start/end times.*
 - *Include details for setup and takedown, if applicable*
3. What is the duration of the event?
 - *Specify how long the exhibit, workshop, or collaboration will run.*
 - *Are photographers or volunteers need to be present throughout the course of the event.*

4. How will the event be promoted?
 - *Identify all promotion channels* ○ *social media*, ○ *newsletters*, ○ *partner organizations*, ○ *printed flyers*, or *local community platforms*.
 - *Clarify who is responsible for each step*

5. Will Nevada Camera Club materials be included?
 - *NCC information brochure*
 - *QR code*
 - *Approved marketing (advertising) assets are available and prominently displayed at the event*

6. How does Nevada Camera Club Special Event Chairperson handle “Call for Images” for the event?

Option 1: Member Participation (Non-Juried Exhibition)

- *Call for Images:* Nevada Camera Club Special Event Chairperson will announce a “call for images” open to all active members through NCC communication platforms.
- *Selection Process:* All properly submitted images, based on event will be included (space permitting). If number of submitted images exceeds available space, a juried exhibition will be implemented to determine which images are displayed. Merit points **TBD**
- *Merit Points:* Merit points will be awarded for member participation only.

Option 2: Juried Exhibition

- *Call for Images:* The Special Event Chairperson will announce a call for entries open to all active members through NCC communication platforms and submission be reviewed by a ***jury*** or ***selection panel***
- *Selection Process:* Only accepted images will be displayed in the exhibition
- *Merit Points:* Merit points will be awarded to accepted or winning images. Points **TBD**

Monetary Event

For special events, Nevada Camera Club accepts no responsibility for any expenses associated with monetary transactions associated with the sale of any items or fundraising activities. This includes but is not limited to:

- Collecting and remitting applicable sales tax
- Processing cash, checks or credit card payments
- Covering transaction or processing fees
- Addressing insufficient funds or chargebacks
- Maintaining financial records
- Resolving payment disputes

If the special event involves any form of monetary exchange, the above questions must be discussed, documented and agreed upon before the event can move forward. Clear expectations protect both the Nevada Camera Club Event Chairperson and site coordinator to ensure transparency throughout the process.