

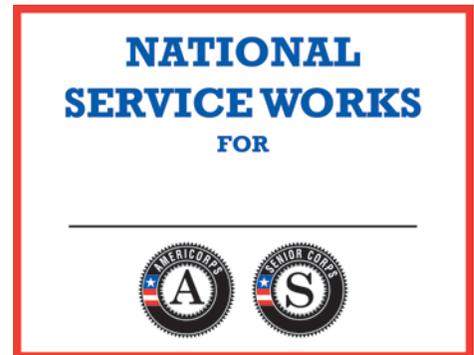


PHOTO GUIDELINES

Thanks for participating in the Mayors Day of Recognition for National Service 2014! We encourage you to submit photos of your mayor surrounded by national service members, whether at City Hall or on a service site. Participants in the photo should be holding the “National Service Works for (City/Town Name)” sign that can be found on the [Resource page](#). Here are steps to submit your photo(s):

Photo Requirements:

- Visit the “Photo Guidance and Event Signs” section of our [Resource page](#) to find a customizable Mayors Day sign. We have provided multiple sizes and file formats.
- Add **YOUR** City or Town name to the sign and print.
- Take a photo of your mayor holding the sign with national service members from your community.
- 3 photos allowed (max).
- Photos should be no larger than 2MB each.
- Photos must be named by respective City/Town and State (Erie-PA-1.jpg)



Sending:

- Go to “We Transfer” (www.wetransfer.com) to send photos.
- Upload photo(s) to We Transfer (www.wetransfer.com).
- Insert pressoffice@cns.gov as “Friends email”.
- In “Message” of email include mayors name, city and state, and “Mayors Day 2014 Photo”. If you have other relevant caption info, please include.
- Click TRANSFER!

Photo submissions will be collected until Friday, April 5th.

If you have question, please contact CNCS Photographer, Matthew Guinan (mguinan@cns.gov). Please include *Mayors Day 2014 Photo Question* in subject line to ensure prompt response.

