

Sharing images/video files with clients

Summary

Controlled viewing of images/videos are uploaded to the OneDrive (Sharepoint) and a direct link is sent to the client for review. The client reviews the files and lets AgComm know which files need to be deleted permanently. After a month, the files are archived into Cumulus.

Types of projects

Scenario 1

For a UK client or off-campus client

- Client contacts photographers/videographers to discuss project needs.
- Client arranges for models and locations and clears dates with Ag Comm
- Client may need to direct the actual shoot
- Share files with client through OneDrive by sending them a direct link to the folder.
- The client needs to let us know if any of the photos/video clips need to be deleted.
- Instructions are noted on the email for the client to review the files.
- The client needs to know the link will be removed within a month, and appropriate photos/video clips from that job will be placed in Cumulus.

Scenario 2

For general photo needs:

- A list of general photos/video clips that can add to our basic stock in Cumulus.
- Clear direction on what is needed. Some may need to be scheduled due to seasonal needs
- Our photographers/videographers will be shooting their normal schedule with the stated images in mind as they are working.
- Work will be posted each month on Cumulus as searchable content.
- The client needs to search Cumulus for these general files. (We would need to have this information stated on the site)

Scenario 3

Office of Philanthropy and Alumni

For Specific Projects, initiated by Philanthropy:

- Client meets with photographers/videographers to discuss project needs.
- Client arranges for models and locations and clears dates with Ag Comm
- Client may need to direct the actual shoot.
- Photos/video clips will be shared in the project folder.
- *Images in the specific Philanthropy Main Folder will not be removed from the share until Philanthropy is ready, then AgComm will archive in Cumulus.*

Scenario 4

Projects for clients outside of UK

- Client contacts photographers/videographers to discuss project needs.
- Client arranges for models and locations and clears dates with Ag Comm
- Client may need to direct the actual shoot (content-research or staff, ect.).
- Share files with client through OneDrive by sending them a direct link to the folder.
- The client needs to let us know if any of the photos/video clips need to be deleted. (We would need to have this information stated on the site)
- The client needs to know the link will be removed within a month, and appropriate photos/video clips from that job will be placed in Cumulus.