

## DRZC Media Policy

The level of photography and recording allowed during DRZC programs varies depending on the type of program or ceremony. DRZC will endeavor to notify participants when photography or recording is taking place during programs.

*Dharma Rain Zen Center asks that all participants be respectful of each other and the dignity of the tradition when feeling the urge to take photos or video or make recordings.*

### Highly celebratory public programs

Photos or videos may be taken by many people. Attendees can expect their picture may be taken and published either by staff or individuals. Publishing to social media may happen during the event. In some cases group photos occur after the ceremonies.

- *Examples: Wesak; Jukai; DharmaGarden skits; Dharma Camp; work practice; Sangha picnics.*

### Limited photography programs

Photography and/or recording is done by assigned staff or volunteers. Staff will be respectful of the ceremony and use discretion and sensitivity regarding when and where shots are taken, how they move through the zendo, and the use of flash. Publishing to social media should wait until the ceremony is over. In some cases group photos occur after the ceremonies.

- *Examples: Hossen; ordinations*

### Very limited photography programs

Photography limited to one official photographer, allowing for flexibility in keeping a sacred trust among participants and to the tradition.

- *Examples: Funeral*

### No photography programs

No photography allowed, keeping a sacred trust among participants and adhering to the tradition.

- *Example: Shosan*

### Sample announcements to be made before events:

- *We want you to know photography or recording will occur at this celebratory event. You are welcome to celebrate with your own photos as well. We ask that you please be respectful and obtain permission of any subjects you wish to publish.*
- *We want you to know there will be limited photography during this ceremony, and the photographer(s) will do their best to be unobtrusive. Please refrain from taking your own photos until after the ceremony is over. Let us know now if you do not wish your photo to be taken. If you never want your image published, let us know and we can keep your name on our list in the office.*
- *No photographs or recording will be allowed during this event. Please silence your cell phones and turn off cameras.*

## DRZC Media Policy for publishers

Dharma Rain Zen Center needs to connect with current and future members through various publishing means, including e-newsletters, flyers, press releases, and various social media. At the same time, guidelines preserve the dignity, solemnity, and focus of DRZC's traditional services, and respect the privacy wishes of attendees. Whether taking photos, videos, recordings, or publishing to social media, these guidelines are meant to provide balance between our contemplative tradition and modern publishing.

*Kindness and cultivation of trust guide publishing behavior. Using clear communication, publishers/photographers will inform and seek permission of individuals portrayed in their media.*

Members and other participants will be informed that photographs or recordings may be taken. This announcement will be posted in the following ways:

- A printed copy of this policy on bulletin boards
- Notices in the weekly e-bulletin, especially before limited photography events
- Verbal announcements at events where photography or recording is taking place.

Individuals can inform DRZC they do not wish their image to be published. A list is kept in the office (or a privately shared document online), and staff/volunteers publishing media will be aware of names on the list. For identification purposes only, the list may include photos. A best effort will be made not to publish people on this list.

Dharma Garden registration forms include permission signatures for children. Those whose images are not to be published will be included in the "Do Not Publish Images" list. Names of children will not be published, except in the rare instances the children wish it, and with the explicit approval of their parent(s), or if the parent(s) wish it and the child is not capable of understanding consent.

When we take photos for promotional materials, photographers will make a general announcement. *Examples: pamphlet; large mailing; website; Facebook.*

Names of prison inmates will not be published, either as authors of articles or in photographs.

The number of publishers is limited for consistency in messages. All who publish on behalf of DRZC accounts are:

- Full members or staff of DRZC
- Familiar with DRZC's ethical guidelines as outlined in Ethics and Precepts in Sangha Relationships and Safe Environment Policy
- Approved by the Abbot
- Overseen by the Dharma Council