

## WDM PHOTO and NONPHOTO Nametag Guidelines

December 17, 2015

Nametag templates are available at: <http://wdm.ca/wdmhr/image.html>

1. Nametags will be printed in colour.
2. Personalized photo nametags will be made for:
  - a. Board members
    - i. Use full name and professional designations as required
    - ii. Board position if necessary
  - b. Permanent full-time staff
    - i. Use first and last name
    - ii. WDM location
    - iii. Staff position
  - c. Contract staff (at Manager's discretion)
    - i. Use first and last name
    - ii. WDM location
    - iii. Staff position
  - d. Part-time staff
    - i. Use first and last name
    - ii. WDM location
    - iii. Staff position
  - e. Volunteers
    - i. Use first name only
      1. Title: VOLUNTEER
        - a. May also include club or group name
      2. WDM location
  - f. Casual Volunteers do NOT require a photo
    - i. A generic nametag without the volunteer's name is available.
3. Photo Guidelines:
  - a. Crop to head and shoulders
  - b. Use a neutral or plain background
  - c. Take photo near a window for natural light if possible
  - d. Make sure subject has the opportunity to choose a photo they like