

SAVE AUSTIN'S CEMETERIES HEADSTONE PHOTOGRAPHY GUIDANCE

Fill out the top of the form with

- Cemetery name,
- Section number,
- Lot number,
- Date,
- Photographer name;

Fill out the top of the dry-erase board with

- Cemetery name,
- Section number,
- Lot number,
- Date,
- Photographer name;
- ❖ Take a photo of the filled-out dry-erase board. The dry-erase board photo will mark the series of photos that follow as belonging to that lot.

Then take four reference shots of the entire lot going clockwise around the lot starting on the east side (facing west), showing each side of the 25' x 30' lot.

- East,
- South,
- West,
- North

Next go to the southwest corner of the lot and start taking photos of the individual headstones, going clockwise around the headstone – take at least one photo of the

- Front with some surrounding context
- Front close-up shot of text and/or symbols
- Left side,
- Back with some surrounding context
- Back close-up shot of text/symbols (if any), and
- Right side.

❖ If there is a footstone that goes with a headstone, take a photo or two of that.

❖ Fill out a line on the worksheet with the headstone's name, death date, and start to finish photo numbers of each view before moving to the next headstone.

Repeat the above steps for each headstone in the lot.

When you are finished taking photos of the headstones, take photos of any trees with tree tags, sprinklers, curbing, lot name, or any other features before proceeding to the next lot.

Please sign and date the photo release at the bottom of the form. Save/burn your digital photos onto a CD in jpeg format. Mail the CD and forms to Save Austin's Cemeteries, PO Box 16411, Austin, TX 78761 or contact a Save Austin's Cemetery board member (info@sachome.org) to arrange for an exchange. Save Austin's Cemeteries thanks you for your time and efforts for taking headstones photographs of Austin's city cemeteries.