



Friends of Arizona Highways is calling for submissions of your best images taken on any of our Photo Workshops. Images may be used in our brochure, flyers, website and advertisements, all of which get national and sometimes international exposure. Please review your photographs carefully before submission. *More* does not always mean *better!* Each slide or CD must be clearly labeled with your name, as well as the name and date of the workshop. We cannot utilize prints.

Image Submission Form

You may submit a maximum of eight (8) images per workshop. Please insert transparencies into clear acetate sleeves, and use slide file pages to protect your work. We prefer **original** transparencies, which will be returned to you after use. It is advisable to have duplicates of your images made if you are concerned that something will happen to the image in transit. For digital files submitted on CD or DVD, we prefer TIF or JPG formats. We ask for the following when sending a digital submission:

Please total the number of submitted images here:
_____ Digital (on CD) _____ 35mm
_____ Medium format _____ Large format
TOTAL: _____

- * File size should be 300 dpi with the long dimension about 7 inches long (about 2100 dpi). This equates to a file that is about 8MB. Files that are larger may be returned to sender, as they take too long to load on our computers.
- * Please submit 8-bit rather than 16-bit photos.
- * What you submit should be a final product, not one that still requires a lot of level or color adjustment. Images can be enhanced (exposure, white balance, etc.) but not manipulated (adding new colors or objects, changing the composition, etc.)
- * Do not submit photos with layers. If you do some enhancing work, flatten the layers before submitting the image.
- * Name your photos appropriately so that they can be distinguished from those of your fellow students. The preferred format is: **FIRSTNAME_LASTNAME_description.extension**. Here is an example: JOHN_DOE_monumentvalley.jpg

Transparencies will be returned after selected images have been archived. We do not return CDs or DVDs unless it's requested. We cannot offer financial compensation for the use of your photo(s), but will try to include a photo credit when one of your images is used.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Rights granted for the enclosed images (check all that apply):
_____ Advertising (may include but is not limited to flyers, magazine ads, editorials, newspaper articles, etc.)
_____ FOAH Brochure use _____ FOAH Web site use _____ **All uses**

Image title or number	Workshop/Date	Format (35mm, MF, 4x5, digital)	Layout (V, H)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(for more images please use an additional form or the back of this one)

I hereby give Friends of Arizona Highways (FOAH) permission to use the images described in this submission. The images can be used, **free of charge**, for promotional purposes. I understand that FOAH will not release images to third parties, except to those companies contracted to produce promotional and/or advertising material. All images may be kept on file and will be considered for use at any time unless an end date is provided below. I further understand that every effort will be made to supply a photo credit each time an image is used, but that in some editorial cases it is not always possible. Friends will not be held liable for images lost or damaged during shipping.

Signed: _____ Printed Name: _____ Date: _____

On behalf of (if self, leave blank): _____

Start date of usage rights: IMMEDIATELY End date of usage rights (if no end date, enter "N/A") _____

Mail this form with your images to: 2039 W. Lewis Ave., Phoenix, AZ 85009