



Dear Photographer,

March 21, 2019

It is time to start putting together the 2021 Calendars!

We are preparing for the 2021 calendar review, so please review the photo submission information (also available on our website at www.smith-southwestern.com).

**We will be accepting submissions from 4/1/2019 until 5/19/2019.
Submissions submitted after these dates will not be reviewed.**

Read thoroughly as Submission Guidelines have changed.

From this submission we will be creating 2021 calendars, postcards, and souvenir items. Images submitted may be chosen for any of these projects.

Submission Guidelines:

- The **"Photographer Information Form"** must accompany all photo submissions. This form is attached or you may also download it from our website. By signing this form, you agree that Smith-Southwestern will not accept any liability for loss or damage of a digital file. Smith-Southwestern will also not assume any responsibility during shipping. You, as the photographer, accept responsibility for any photos taken on or off private property.
- **How to submit:**
 - **USB Flash Drive** is the **preferred method** for your submission and will be returned after full review.
 - **Light box** – when using a light box gallery, send the links to photo@smith-southwestern.com and be sure the "Photographer Information Form" is attached to the e-mail.
 - **File sharing** – if using a file sharing program, please send the link via your normal e-mail. Sending directly from the file sharing website will often be tagged as SPAM on not make it to the proper inbox.
 - **CD/DVD** are still optional but slow down the process and will not be returned
 - **Do not email jpgs directly**, as these will be rejected.
 - Save and name each file with a unique numeric or alphanumeric number, **including photographer or company name within the file name**. Putting your name at the beginning, or part of your company name incorporated into the file name in any manner is acceptable.
 - Be sure all images on the disk are sorted into folders based on the categories of current needs. Please do not put the same image in multiple folders.

- **File Specifics:**

- **Only digital files will be accepted**
- Send original high resolution digital files from the camera, as well as, a duplicate small jpg of each file for quick viewing.
- **Images must be at least 300dpi and 6" x 9" in size for calendars.**
- Skylines need to include the month and year the photo was taken in the file details.
- Be sure to note if your files have been adjusted or color corrected.
- Horizontal files are required for calendar usage.

Payment and usage

Once the 2021 calendar review and assembly is complete, an email will be sent summarizing photo usage. Photo payments are sent once the calendar(s) have been printed and received (approx. April). At this time a sample of each calendar that has a photo used will also be sent.

Smith-Southwestern purchase orders are created internally for all calendar/photo projects; there is no need to send in an invoice. Payment is not processed until after calendars are received into inventory.

Photo credits

- Photo credit will be given for each image per product (except for souvenir items since space is limited and hides views).
- Photo credit will read as it appears on the Photographer Information Form so PLEASE make sure this information is exactly how you want the photo credit to be given, Smith-Southwestern will not accept responsibility if incorrect information is given.

Please include any reference material pertaining to the subject matter of your images.

Please submit your photography to:

Smith-Southwestern
Attn: Photography Department
1850 N. Rosemont
Mesa, AZ 85205

Email: photo@smith-southwestern.com

Contact: Stacie Inkel

Phone: 480-854-9545

Attached is the photographer information form and current photography needs.

We look forward to reviewing the submissions sent in!

SMITH-SOUTHWESTERN
PHOTOGRAPHER INFORMATION FORM

FILL-OUT AND RETURN WITH YOUR SUBMISSION:

Company / Photographer Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Telephone: _____ Are You Incorporated: Y / N

If 'Yes', What Is Your Tax Identification Number: _____

If 'No', What Is Your Social Security Number: _____

CD's submitted: Y/N

If yes how many: _____

Key fob (USB) submitted: Y/N

If yes how many: _____

Important - Read Below:

I understand and agree to all conditions for submission to Smith-Southwestern and that Smith-Southwestern has no liability for lost or damaged transparencies or digital files. Smith-Southwestern does not have any liability due to carrier loss or damage. I accept responsibility for any photos taken on or off private property:

Name: _____

Signature: _____

Date: _____

Notes: _____

PHOTOGRAPHER FEE INFORMATION:

ENGAGEMENT CALENDARS: \$150 (No additional payment for cover image)

POSTCARDS: \$50 – Single image / first image
\$25 – each additional image

SOUVENIR ITEMS: \$50-1st image per item
\$25-additional images per item if design is a collage
Maximum \$100 per souvenir item