SUBMITTED PORTRAITS
(10 FREE THEN $10.00 EACH)

1. **Collect family portraits** (vertical or horizontal depending on your directories orientation) of those that would like to be in the pictorial directory but are unable to photograph at your location or at another location. (Digital <mark>jpg</mark> images or hard copies 5x7 or smaller work best.)
2. When **collecting digital images,** <u>create a folder on your computer</u> named <u>"SUBMITS"</u> and place each collected image in that folder. Label each collect image as A, B, C, etc...
3. <u>Create a MS WORD document</u> and label it <u>"SUBMITTED NAMES"</u> and place that in the same folder. In the MS Word document, **label each image accordingly** (ex. A = Tom and Sue Douglass Ben, Kim, Sally, Joey)
4. When all images are collected, place the <u>"SUBMITS"</u> folder with its contents onto the flash drive being used to submit the directory layout.
5. If collecting **hard copy portraits** please <u>place them in a safe place</u> until it is time to <u>mail them in with the directory layout.</u> On a mailing label, <u>write the first and last name(s)</u> of all the family members and place the label on the **back of the hard copy.**
6. Portraits taken by another professional photography company will require a **Copyright release** in order to be placed in the pictorial directory. **(SEE HOST CD.)**
7. **IMPORTANT NOTE:** Hard copy portraits **WILL NOT** be returned.
8. The first 10 submits are free then there is a cost of **$10.00** for each submitted portrait. In turn, each family submitting a portrait receives 1 copy of the directory.
9. <mark>If members pay the $10.00 by check, the check should be made out to the Church and deposited. The Church will then write one check payable to "Lifetouch Photography" for all collected poses and mail it in with the directory layout.</mark>

NOTE: POSES COLLECTED IN A DIFFERENT ORIENTATION THAN THE CHURCH CHOOSES FOR THE DIRECTORY MAY APPEAR DIFFERENT IN THE DIRECTORY.