



## Digital Image Submission Guidelines

Club members are encouraged to share their photographs with other members at the general monthly meetings by participating in the following challenges/programs. A more detailed description of each of these programs is found in the club's website.

1. "PhotoCritique" photo assessments performed by professional or expert photographers
2. "Gimme Your Best Shot" photo challenge
3. "Before and After" post-processing challenge
4. "Field Trip" photographs
5. "Print Competition" digital versions of submitted printed photographs
6. "Monthly Photo Review" photo assessments performed by advanced club members (conducted on-line separate from club meetings)

Photos are shared at the meetings by projection of digital images that have been submitted to club's **Image Coordinator** prior to the meeting. The Image Coordinator is responsible for receiving and preparing the images for viewing and determining whether the images submitted meet the guidelines defined in this document.

### General Submission Guidelines:

To facilitate the handling and organization of submitted images by the Image Coordinator and to ensure optimal projection of images, members are requested to meet the following guidelines.

1. Images must be submitted in .jpg or .jpeg format. For best results save them in RGB color space. Refer to this website's "Image Preparation Guide" for assistance.
2. Images must be sized to a maximum resolution of 1400 pixels on the longest side of the image. Refer to the "Image Preparation Guide" for assistance.
3. The maker of the image must do all post-processing work.

4. Images depicting vulgarity, nudity, or violence may be rejected by the Image Coordinator.
5. Image files should be named using the following convention:

**Rank\_Your Name\_Image Title.jpg**

Example: **1\_John Doe\_Blue Ridge Sunset.jpg**

Ranking - Rank your submitted images in order of importance to you, with 1 being the highest ranking. In the event that too many images are submitted to be included in a slideshow due to time restraints, the lowest ranked images may not be included. Use a single digit only, not 1., 1.0, or 01.

Photographer's Name – Submit your first and last name, using caps, spaces, and punctuation, as appropriate.

Image Title – All submitted images should be titled. A title helps the viewer understand the reason or message being conveyed by the image.

Image Type (included for only the following categories)

*“Gimme Your Best Shot”* and *“PhotoCritique”* – these programs typically have a suggested theme; however, it is not mandatory that submitted images address the theme. Photos submitted outside of the theme should have an “O” added at the end of the file name to indicate entry in the Open Category.

Example: **3\_Jane Doe\_Bike Race Finish\_O.jpg**

*“Monthly Photo Review”* and *“Before and After”* – these programs may have multiple copies of a single image to include an initial/starting version and a final/completed version submitted for comparison. In these instances, a “B” should be added at the end of the file name for a beginning/starting version and a “F” should be added for the final version.

Example: **2\_John Doe\_Surprise\_B.jpg** and **2\_John Doe\_Surprise\_F.jpg**

6. Create a new separate email for each challenge or program submission – do not send images as a reply email. Include the submission category in the email subject line, for example:
  - Subject: GYBS August
  - Subject: Lake Lure Field Trip
  - Subject: June PhotoCritique
  - Subject: January Photo Review
7. Send images as attached files (not embedded in the text) to the Image Coordinator at [ccoh.images@gmail.com](mailto:ccoh.images@gmail.com). Images may be included in a zipped file; however, individual attached files are preferred as there are occasional issues with extracting files between Mac and PC computers.

## **Guidelines Regarding Specific Programs:**

### **PhotoCritique**

1. You may submit up to TWO (2) images. There is no time restriction on when the images were taken. Refrain from submitting images that have been shown in a previous viewing.
2. Images will be previewed by the critiquer, then critiqued at the next general meeting.
3. Submission deadline is midnight of the Saturday preceding the Tuesday general meeting.

### **Gimme Your Best Shot (GYBS)**

1. You may submit up to Three (3) images to be included in a video which will be shown at the general meeting.
2. Images must have been taken during the current calendar year, unless indicated otherwise. The exception to this rule is for February, where photos taken any time in the previous year may be submitted.
3. The purpose of this program is to encourage members to go out and search for images meeting the assigned theme, however, members may submit images outside of the assigned theme and are encouraged to do so if they are not interested in that month's theme.
4. Submission deadline is midnight of the Saturday preceding the Tuesday general meeting.

## **Field Trips**

1. You may submit up to Eight (8) images taken on a club field trip to be included in a video which will be shown at the general meeting.
2. Submission deadline is midnight of the day two weeks following the field trip. (Example: for a field trip occurring on Tuesday March 1, images must be submitted by midnight of Tuesday March 15.)

## **Monthly Photo Review**

1. You may submit up to Three (3) individual images or image pairs to be critiqued by club members on-line. Following the critique process, the images may be viewed by club members by following a link provided in the monthly newsletter.
2. For each image or image pair, the following information is requested to be submitted as a Word or PDF document in order for reviewers to provide meaningful comments. A template is available on the club website at (hyperlink). Submit the information document with your images.
  - a. Image title
  - b. Where taken (optional)
  - c. Subject of image
  - d. Was camera or cell phone used? Camera make/model
  - e. Camera settings (optional)
  - f. Key editing and post-processing techniques used (optional)
  - g. Questions for reviewers (optional)
  - h. Comments (optional)
3. Submission deadline is midnight of the second Saturday of the month.