

CUYAHOGA VALLEY
PHOTO SOCIETY

2019 Cuyahoga Valley calendar submission guidelines

Dear Photographer:

The Photo Society is preparing to receive submissions for the 2019 Cuyahoga Valley National Park calendar. The calendar is intended to show views of Cuyahoga Valley National Park on a seasonal basis, including people using the park, historic structures and wildlife.

Please read these guidelines carefully before putting together your submission.

Submissions must be received at the Conservancy offices on Hines Hill Road between Monday, Feb. 12, 2018 and Monday, March 5, 2018.

Photos must depict actual scenes in the Park accurately. No object may be digitally inserted into a photo that was not present in the actual scene. No object may be digitally removed from a photo that was present in the actual scene unless it would have been possible – and permissible under Park rules – for the photographer to remove it by hand.

Photographers should avoid creating unrealistic effects using such techniques as HDR.

Overall guidelines

1. All images must be from within Cuyahoga Valley National Park or adjoining metro parks.
2. Membership in the Cuyahoga Valley Photographic Society is required for submission (to join go to www.conservancyforcvnp.org).
3. Images must be digital files that comply with the specifications below.
4. Only color images are used in the calendar.
5. Send no more than 20 images. There are twice as many opportunities to use horizontal images (landscape orientation) in the calendar as vertical images (portrait orientation), so select accordingly.
6. Two completed copies of the attached inventory list – including your name, address, phone number and email address – must accompany the submission.
7. Submissions must be received between Monday, Feb. 12, 2018 and Monday, March 5, 2018.
8. All submissions either must be sent via U.S. Postal Service or other carrier (Federal Express, UPS, etc.), or dropped off at the Conservancy for Cuyahoga Valley National Park office during regular business hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.). Include a return mailer and proper postage with your submission. Or, you may pick up your images from the Conservancy office.
9. Submission material will be returned by August.
10. Payment is four calendars for each image used.
11. Send submissions to:

**2019 Cuyahoga Valley Calendar
c/o Conservancy for Cuyahoga Valley National Park
1403 Hines Hill Road
Peninsula, Ohio 44264**

Guidelines for digital submission

1. Resolution.
 - a. To be eligible for use as a large calendar image, a digital image must have at least 3000 pixels in its longer dimension (*e.g.*, 3000 x 2000 pixels).
 - b. To be eligible for use as a small calendar image, a digital image must have at least 1050 pixels in its longer dimension (*e.g.*, 1050 x 700 pixels).
 - c. Image size (in pixels) should not be increased by re-sampling (*i.e.*, interpolation), as significant re-sampling can adversely affect image quality.
2. Color management.
 - a. Digital images must be submitted in Adobe RGB 1998 color-space.
 - b. Digital images may be submitted in 16 bits per channel (*i.e.*, a total of 48 bits) color depth.
3. File format.
 - a. All digital images must be submitted as TIFF files.
 - b. No file compression of any kind (including loss-less) should be used.
4. Storage medium.
 - a. All digital images must images must be submitted on either:
 - i. CD or DVD discs that are readable on both PCs and Macs or
 - ii. A flash drive.
 - b. The disc or drive must include no files other than the image files being submitted for the calendar.
 - c. All files must be in the top-level folder (*i.e.*, directory) on rather than in sub-folders.
5. Labeling.
 - a. The disc must be labeled with:
 - i. The photographer's name.
 - ii. "CVNP Calendar 2019."
 - b. Each file name should consist of:
 - i. The photographer's initials.
 - ii. An image number corresponding to the inventory sheet submitted by the photographer (*e.g.*, jgr03.tif).
6. Calendar editors will make the prints necessary for production of the calendar from digital files; however, prints may be submitted at the discretion of the photographer. If you chose to submit them, each reference print should be labeled with:
 - a. YOUR NAME.
 - b. CVNP Calendar 2019.
 - c. The image title (corresponding to the inventory sheet).
 - d. The file name (corresponding to the inventory sheet and the disc).

Any questions about these requirements should be addressed to calendar@cvps.org.

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Final checklist

1. Submissions must be received between Monday, Feb. 12, 2018 and Monday, March 5, 2018.
2. CD, DVD or flash drive with digital images.
3. Optional reference prints, if you choose to submit them. Be sure your name is on the prints.
4. Two completed inventory forms.

By submitting you agree to the following terms. For consideration, the photographer agrees to allow the Conservancy for Cuyahoga Valley National Park (The Conservancy) the non-exclusive, one-time right to reproduce the images in the 2019 calendar, including the right to reproduce them for promotional material and on the Photo Society website. In all cases, a credit line will be given to the photographer. The Conservancy will take good care of the work submitted in proper packaging; however, the Conservancy's liability for any and all loss or damage of any work submitted and received shall not exceed \$100. The Conservancy shall not be liable for any loss or damage caused by the printer, or caused in the printing process, or that occurs during shipping or transit.

