

Simsbury Camera Club

Simsbury Bank Calendar

Last Updated: 10.04.11

GENERAL GUIDELINES 2011-2012

By looking at the present year and previous years bank calendars, as well as the bank's request for repeat submissions from the previous year's contest, we can get an idea of the type of photo that is likely to be selected. Also refer to the Addendum - Highlights of our Agreement with the Bank at the end of this document for additional information. We will be competing with other clubs (most likely Granby and Canton) so we need to have better quality and subject matter on our photos that cover all 4 Seasons, in order to get as many of our photos as possible published. This is bare knuckles competition and we take no prisoners... For each one of our photos that the bank selects for the calendar the Bank will pay our club \$100. In the past this has been one of the largest sources of income for our club.

One critical consideration is the fact that the submission date has been moved forward to around the date of our first meeting in the Fall (**third Wednesday in September**). For this reason, if you can not make that meeting, please send your submissions to Ray Padron before that date following the guidelines listed below. For mailing or dropping off at Ray's home the address is: 8 Windham Drive, Simsbury, CT 06070.

INSTRUCTIONS FOR THE SUBMISSIONS:

Towns to be included: AVON, BARKHAMSTED, BLOOMFIELD, CANTON, EAST HARTLAND, EAST GRANBY, GRANBY, NEW HARTFORD AND SIMSBURY. However, keep in mind that the core of the bank business is in Avon, Bloomfield, Canton, Granby/East- Granby and Simsbury.

For submitting digital photos:

1) Submit a 4" X 6" Print of each photo. Write on the back of the photo: The Title, the Town where the photo was taken and any other ID (Example: Simsbury, Tulmeadow Farm), The Photographer's Name and Phone Number.

2) Submit one or more CDs containing all the photos being submitted. Write on the CD with a Sharpee Marker or other appropriate marker: The Photographer's Name and Phone Number, The Year of the Calendar (Example: Simsbury Bank 20XX Calendar), and if submitting more than one CD, the number of CDs being submitted (Example: CD #2 of 3).

3) Digital files should be a resolution of at least 300 dpi and size no smaller than 12.5" wide by 9.5" tall.

Easy Way to prepare images for Bank Calendar Submission

Use Photoshop Elements. The Bank wants images that are no less than 12.5 inches wide by 9.5 inches tall and 300 ppi resolution.

Open Elements and open the picture you want to submit. Click *crop* on the left side of the screen.

Click *Aspect Ratio* on the second line at the top of the page. Click the small arrow to the left of Aspect Ratio. Click *Reset all Tools*. You should see *Custom* to the right of *Aspect Ratio*. Insert 12.5 to the right of Custom, then 9.5 to the right of that, and 300 to the right of that.

Go to a corner of the image and drag the cursor toward the opposite corner. You will see the selected portion of the image surrounded by a darker grayed out unselected area. Holding down the left button on the mouse and moving the cursor allows you to move the selected area.

When you are satisfied, click the green arrow below the image and you are done with sizing and adjusting resolution. At this point you may want to sharpen the image.

To save the image, click *file* and *save as* at the upper left corner of the screen. Enter or modify the title of the image and make sure you are saving as a jpg. Click *ok* and you will see a box that has a quality slider in the middle. Make sure that the slider is all the way to the right.

You are now ready to submit your image. Make a 4x6 print to go with the file for the picture. Note that the image on the print will not cover the 4x6 paper. That is ok.

4) While not a requirement, in past years the bank has appreciated that all our submissions were uniformly placed on a 6" X 9" manila envelope containing one CD and photos included within that CD with the outside of the envelope marked as follows: Photographer's Name & Phone Number, Year of the Calendar (20XX) and the number of CDs and photos

included in the envelope. (Ray will have a bunch of these envelopes at our first SCC meeting for those of you who may wish to use them).

For submitting slides:

1) **Slides are to be submitted to David Royce.** Please email David when your slides are ready. Slides must be submitted no later than September 1st in order to have the scanned version CD ready for the first meeting of the season.

2) Submit the slides themselves (or a good copy). Write on the slide: The Title, the Town and any other ID (Example: Simsbury, Tulmeadow Farm), The Photographer's Name and Phone Number. David has kindly volunteered to scan slides on his high quality scanner at home so instead of slide(s), a CD can be submitted. This is the preferable approach as it will present the Bank with the same type of submission from both digital and slide photographers, CDs and 4 x 6 prints. And, most importantly it will keep the slides in the hands of the photographer.

3) David will supply a 4 x 6 print (printed from the electronic version of the slide) of each scanned slide with the CD submission.

INSTRUCTIONS FOR THOSE WHO WISH TO SELL THEIR SELECTED PHOTOS

Some of our members, who sell their photos in the open market, may be reticent to submit their best photos for the Bank's calendar project. Having learned of this fact, The Simsbury Bank has graciously agreed to the following:

The Bank will retain exclusive ownership for two years; after that time, the photographer may sell or authorize the use of a selected image to any person or company on a non-exclusive basis. The restricted period is the two calendar years from the year for which the photo was selected and appeared. For example, photos selected for the 2009 calendar could be sold on a non-exclusive basis to prospective buyers starting 1/1/2012.

The Bank may elect, by giving its written permission, to grant a photographer the right to sell or use an image before that time. For this permission, please contact Susan Presutti, AVP, SBT, at 860-408-5493 or preferably at: spresutti@simsburybank.com. However, the Bank retains the right to use the selected images indefinitely.

Please remember that our deadline to submit photos for the bank calendar is the first club meeting in September (third Wednesday of the month). Kindly bring your submissions to this meeting in the Fall (following the above guidelines) so Ray can pass them to the bank on time. Or mail them (or drop them) to Ray before the meeting at: Ray Padron, 8 Windham Drive, Simsbury, CT 06070... THANK YOU!!!

APPENDIX – HIGHLIGHTS FROM THE LETTER OF AGREEMENT BETWEEN THE SCC AND SBT

- ❖ We anticipate that a total of fifteen (15) images will be selected by the Bank from the members of the Clubs submitting images. The Bank will pay \$100 per image to the originating Club. The images, whether electronic files, slides or negatives, will become the property of the Bank for use, reproduction and dissemination at its sole discretion at any time, in any manner and for any purpose in perpetuity. The Bank will have the right to use portions of a chosen image or to modify any image that it purchases, without the photographer's prior approval.
- ❖ The Bank would prefer images in high resolution digital form, but will consider slides and large format negatives as well. Digital files should be a resolution of at least 300 dpi and size no smaller than 12.5" wide by 9.5" tall. We require that all images presented be accompanied by a 4x6 inch color print for use during the selection process.
- ❖ The Bank would like images that represent all four seasons and be of subject matters from all of the communities in which the Bank has branches and does business. These areas are: Avon, Barkhamsted, Bloomfield, Canton, East Hartland, East Granby, Granby, New Hartford and Simsbury. Images should be confined to these locations. Importantly, we would prefer multiple images from each town so as to provide us with a depth of choice. The images should be representative of the area and be of a combination of places generally recognizable by residents of the area as well as some not necessarily recognizable places. There should also be a variety of close-up versus far view images.
- ❖ The Bank expects to choose images from a pool of no fewer than 100 images per Club. Since the Bank would like to have the opportunity to make its selection from as large a pool as possible it is acceptable for a Club to submit for consideration several images of the same subject. Images submitted but not selected for previous year's calendars are, very welcome.
- ❖ Images of recognizable persons or private property will also require permission from the person or from the owners of the property and the Club will be responsible for obtaining that permission and provide the names and addresses of those individuals and/or property owners to the Bank before that image is chosen for purchase.

RELEASES

See below the Property and Personal Releases used by the Simsbury Bank. You may wish to make copies and keep them in your car trunk for use as needed.

SBT Photo Release (PROPERTY)

I hereby grant to The Simsbury Bank & Trust Company, the absolute and irrevocable right and unrestricted permission in respect of photographic representations or pictures that have been taken of the location below, to copyright the same, in their name or otherwise; to use, re-use, publish and re-publish the same in whole or in part, individually or in any and all media now or hereafter known, and for any purpose whatsoever, for illustration, promotion, art, editorial, advertising and trade, or any other purpose whatsoever without restriction as to alteration; and to use the photo of this location connection therewith if The Simsbury Bank & Trust Company so chooses.

I hereby release and discharge The Simsbury Bank & Trust Company from any and all claims and demands arising out of or in connection with the use of photographs, including without limitation any and all claims for libel or invasion of privacy.

This authorization and release shall also inure to the benefit of the heirs, legal representatives, licensees and assigns of The Simsbury Bank & Trust Company.

I am of full age and have the right to contract in my own name. I have read the foregoing and fully understand the contents thereof. This release shall be binding to me and my heirs, legal representatives, and assigns.

DATE _____

NAME _____

LOCATION _____

WITNESS _____

SBT PHOTO RELEASE (PERSONAL)

I hereby grant to The Simsbury Bank & Trust Company, the absolute and irrevocable right and unrestricted permission in respect of photographic representations or pictures that have been taken of me at the location below, to copyright the same, in their name or otherwise; to use, re-use, publish and re-publish the same in whole or in part, individually or in any and all media now or hereafter known, and for any purpose whatsoever, for illustration, promotion, art, editorial, advertising and trade, or any other purpose whatsoever without restriction as to alteration; and to use the photo of this location connection therewith if The Simsbury Bank & Trust Company so chooses.

I hereby release and discharge The Simsbury Bank & Trust Company from any and all claims and demands arising out of or in connection with the use of photographs, including without limitation any and all claims for libel or invasion of privacy.

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