

Instructions for submitting portraits/photos to Steph's Studio:

We would prefer to be your family photographer for the church directory but we understand that sometimes this is not possible.

For this reason we have provided you with 2 ways photos not taken by Steph's Studio can be submitted for use in your Church Directory.

Please call the studio at 308-762-7655 to alert us of when and how you will be submitting your photo.

#1 Hard copy/print of the portrait/photo that you would like to submit for the directory.

This photo must be a minimum of **2½" x 3 ½"** and maximum **5"x7"**.

This photo will be returned to the Church after the directory is complete.

Please arrange for the return of your photo.

We will handle all of your photos with care but we will not be responsible for any damage to submitted photos.

PROFESSIONAL PORTRAITS MUST BE SUBMITTED WITH THE COMPLETED COPYRIGHT RELEASE FORM ON THE OTHER SIDE OF THIS PAPER

#2 Digital copy (.jpg or .tiff files accepted)

This photo must be a minimum of **2½" x 3 ½"** and maximum **4"x6" 350 dpi.**

or 875 x 1225 ppi to 1400 x 2100 ppi

File size should be under 2 MB.

This photo may be emailed to: stephs@stephsstudio.com

(please include the church name and family name in the subject line)

or burned to a CD.

THE QUALITY OF THE PHOTO IN THE DIRECTORY CAN ONLY BE AS GOOD AS THE DIGITAL FILE OR SCAN OF THE PHOTO PROVIDED. PLEASE MAKE SURE YOU ARE SUBMITTING A GOOD QUALITY SCAN/FILE AND THE CORRECT SIZE FILE FOR THE BEST RESULTS POSSIBLE.

PLEASE DO NOT SCAN PROFESSIONAL PORTRAITS. PLEASE ALLOW THE STUDIO TO SUBMIT WHEN POSSIBLE OR SUBMIT A PRINT WITH THE RELEASE FOR US TO SCAN.

To the portrait studio submitting portraits:

You are welcome to email or submit the digital files directly to us.

Please use the file specifications above for file details.

Multiple families may be burned to the same CD.

Please name the files the family name followed by a first initial..

Please include a copy of the copyright release for each photo you are asked to submit.

* a PDF form version of the form may be downloaded and attached to your email at:

www.stephsstudio.com/directorycopyrightrelease

Any expenses associated with the submission of these portraits should be discussed and compensated by the family requesting submission.

Thank you for allowing us to reproduce your portraits in the Church Directory.



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