

NYBZPS Portfolio Page Instructions

Images will need to be given to Sharon on CD (along with the signed agreement plus this sheet) in the proper format – 72 dpi and no larger than 1024 pixels wide by 750 pixels high. (Please note that these dimensions are slightly smaller than competition images and the resolution at 72 dpi is smaller) Payment must be made at the time of submission.

If you wish to include a copyright embedded within the photograph, you will need to do so before submitting the images. Keep in mind that the copyright will not be readable on the thumbnails, though may be visible, so keep it small. Right mouse click has been disabled on the site in an effort to protect the images, but understand that there is no absolute protection. Thumbnails will be generated from the full size image and every effort will be made to make the thumbnail as representational as the full image. We will not redo thumbnails.

If you purchase the Basic Plus or Premium plans, you will be able to update your portfolio twice during the season. However, when you are ready for an update, you will need to fill out this form and supply us with all of the images again, even the ones that have not changed as the portfolio will be rebuilt from scratch.

Each page will also feature a bio and an image of the photographer so those will need to be included at the time of the order. The photographer image needs to be 72 pixels wide by 85 pixels high which is quite small so think along the lines of a Facebook kind of headshot. If you wish to use something other than your self-portrait, feel free.

Every effort will be made to get your portfolio online within the terms of the Gallery Membership agreement, but depending on volume, there may be some delays.

Name: _____ Date: _____

Basic (20 images) **Basic Plus (20 images, 2 updates)** **Premium (30 images, 2 updates)**

Bio: (print clearly and if you wish to include an email address or website address, please remember to give us the email address or URL)

Images will be put on the portfolio page in the order listed below so please consider this before filling out the form. You will need to give us the file name that is on the CD that you will give us. You will need to give us the Alt tag, which are the words that will appear when someone mouses over the thumbnail, so keep that to 1-3 words. You will also need to give us the caption that will appear below the full size image. We recommend the name of the photo plus your name or copyright info, ie Frog by Sharon Gumerove or Frog©Sharon Gumerove. You'll want to keep that under 75 characters if possible.

Print clearly or type:

Bio image file name: _____ **Bio image Alt Tag:** _____

File Name	Alt Tag	Caption
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

Premium Only

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

If you have any questions, please see Sharon at one of the meetings or email us at nybzps.org@gmail.com.