

# BPG Fall Exhibition 2017

## Submitting Digital Images for Exhibition

### IMAGE SUBMISSION

For images to be considered, the BPG member must submit both:

- Entry Form with Payment (Instructions included on Entry Form)
- Digital Images (E-mailed)

### INSTRUCTIONS FOR SUBMITTING DIGITAL IMAGES

- Submit up to 5 images.
- Images must be taken within the past **3 years** (after Jan. 1, 2014).
- Size each submission so that the height is 1200 pixels at maximum quality for image option.
- Name each image using the following naming convention:  
**Name** (LastFirst)\_**Title** (no spaces)\_**image number** (for each image 1 - 5)  
Example: **DoeJane\_FullMoon\_1**
- Save each resized, renamed image as a jpg file.
  - ❖ When saving your resized digital images for submission, be sure to select "SAVE AS" and **NOT** to select "Save." If you select "SAVE," you will be replacing the file you plan to print for the Exhibition with a much smaller file that will not be of a quality to print for the Exhibition.
- Attach jpg image(s) to an e-mail. (Note: Images should be "attached" rather than embedded in the e-mail.)
- Include BPG member's name in the body of the e-mail.
- After submitting your digital images and entry form, an automatic response from [exhibit@boothphotographyguild.org](mailto:exhibit@boothphotographyguild.org) will inform you that your e-mail was received. If this automated response is not received, confirm that the chairman has received your submissions.
- The exhibition chair will also confirm that submissions were received and formatted properly within 48 hours of receiving your e-mail.
- Send the e-mail to [exhibit@boothphotographyguild.org](mailto:exhibit@boothphotographyguild.org).
- ❖ **IMPORTANT:** Sending e-mails larger than 3 MB – 5 MB may be difficult. Depending on the e-mail provider, you may need to send images in two or more separate e-mails.

**DIGITAL IMAGES MUST BE SUBMITTED BY MIDNIGHT ON SATURDAY, MAY 13, 2017.**  
**ENTRY FORMS WITH PAYMENT MUST BE POSTMARKED**  
**NO LATER THAN SATURDAY, MAY 13, 2017.**

**QUESTIONS? Please contact Katherine Kennedy, 2017 BPG Exhibition Chair, at:**  
[exhibit@boothphotographyguild.org](mailto:exhibit@boothphotographyguild.org) or 912-486-0923.