



BPG 2019 FALL EXHIBITION

Instructions for Submitting Digital Images

IMAGE SUBMISSION REQUIREMENTS

- The BPG member must complete the digital **Entry Form** with digital image files attached by midnight **Saturday, May 4, 2019**.
- \$35 entry fee submitted to Booth Museum for up to 5 images.

INSTRUCTIONS FOR SUBMITTING DIGITAL IMAGES AND FEE

- Name each image using the following naming convention:
Name (LastFirst)_Title (no spaces)_image number (for each image 1 - 5)
Example: **DoeJane_FullMoon_1**
- Submit jpeg images no larger than **5MB** each saved at a jpeg quality of “maximum” with a resolution of at least **200ppi**
 - ❖ When saving your resized digital images for submission, be sure to select “**SAVE AS**” and NOT “SAVE.” If you select “SAVE,” you will be replacing the larger file you plan to print with a smaller file that will not be of an adequate quality for printing (min of 10MB).
- Access the Digital Entry Form via the BPG website (or email announcement). The link may be found in the FAQs or on the Exhibitions/Shows page.
- After successfully submitting your Digital Entry Form and digital images you will receive a confirmation message. If this automated response is not received, it’s your responsibility to confirm that the chairman received your submissions by the May 4 deadline.
- Entry fee of \$35 can be submitted by one of three ways:
 - Navigating to <https://79494.blackbaudhosting.com/79494/tickets?tab=2&txobjid=9db7632c-e94a-4f84-901f-c6f4acc2a03d> to make your payment on-line
 - Mailing a check payable to Booth Museum (postmarked by May 4) to
BPG Fall Exhibition Form, Attention Liz Gentry
P. O. Box 3070
Cartersville, Ga. 30120
 - Hand delivering of check or credit card to front desk staff of Booth Museum.

QUESTIONS? Please contact April Carlson, 2019 BPG Exhibition Chair, at:
[**exhibit@boothphotographyguild.org**](mailto:exhibit@boothphotographyguild.org).