



## Photo Submission Guide

### Lake County Board of Developmental Disabilities/Deepwood 2018 Photo Contest #commUNITY2ME

Here's a great opportunity for you to showcase a favorite or meaningful photograph that encapsulates our **2018 CommUNITY theme**. This year's theme encompasses all things that help tell the story of who we are, where we live and how we inspire and promote inclusivity. Use your creativity and imagination to show off your photographic talent to showcase #commUNITY2ME. Photographs can include people (or no people) from home settings to business partnerships, or special mementoes to items of local nostalgia. Anything that meaning to you and is reflective of Lake County.

A panel of community members and leaders will judge all photo submissions and select photographs which will then be enlarged and displayed in public spaces throughout our Agency, as well as Lake County in various fashion. Due to the potential for community display and news coverage, photographs must be the original property of the person submitting the photo and image consents must be secured.

Winners will receive prizes including, but not limited to, Lake County Board of DD/Deepwood branded gear. **The deadline for all entries is July 27, 2018.**

#### Participation criteria:

- Photograph must be original and the property of the person who is submitting it for entry.
- Descriptive must relate to how your photograph supports our Lake County CommUNITY2ME.
- Photo consents must be provided for any person(s) identifiable in the photograph (a photo without consent cannot be accepted).
- Submission form must be completed for contest entry.

#### Eligibility to participate:

- Lake County Board of DD/Deepwood staff (fulltime, part-time, temporary or substitute)
- Staff of any Private Providers in Lake County (fulltime, part-time, temporary or substitute)
- Individuals and/or students in Lake County who attend a school on an IEP, are served by the county board or an ICFDD, or on a Waiver



## Photo Submission Form

Lake County Board of Developmental Disabilities/Deepwood  
2018 Photo Contest #commUNITY2ME

To have your photo qualify for the Lake County Board of DD/Deepwood Photo Contest, you need to provide the following:

- A digital copy of your photo taken at a high resolution sent (via dropbox) to [lynnmarie.phillips@lakebdd.org](mailto:lynnmarie.phillips@lakebdd.org).
- Consent forms (if applicable) for any person(s) identifiable in a photograph
- I understand that all photos submitted for the 2018 Photo Contest will become property of the Lake County Board of DD/Deepwood for any and all purposes. \_\_\_\_\_ (please initial)

Your name: \_\_\_\_\_

- Lake County Board of DD/Deepwood staff (fulltime, part-time, temporary or substitute)
- Staff of a Private Provider in Lake County (fulltime, part-time, temporary or substitute)
- Individual and/or student in Lake County who attends a school on an IEP, are served by the county board or an ICFDD, or on a Waiver

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

T-shirt size:             Adult X-Small             Adult Small             Adult Medium  
                                  Adult Large             Adult X-Large             Adult XX-Large

Description of #commUNITY2ME photo: \_\_\_\_\_  
\_\_\_\_\_

The minimum resolution of your original photo must be 2,288 by 1,712 pixels. Optimal resolution in pixel dimensions is 3,600 by 2,700. The larger the pixel-size dimensions, the better the printed results. The photo can be horizontal (landscape) or vertical (portrait).

Please do not submit digital collages, retouched or edited digital files. Your photo must be submitted in the original JPEG or TIFF format. (See important information about JPEG files and full photo tips are included on the next page).



## Digital File Tips & Tricks

### Lake County Board of Developmental Disabilities/Deepwood 2018 Photo Contest #commUNITY2ME

You do not need to be a professional photographer to participate in our 2018 Photo Contest. Following these tips will yield the desired photo quality for its intended use.

#### Resolution Settings on Your Camera

Set your camera for the highest resolution possible. Many cameras have settings such as “standard,” “normal,” “high quality,” or “super high quality.” Check your camera manual to determine the specific resolutions these terms represent.

Depending on your camera, the resolution settings could range from 72 ppi to 300 ppi. A 72 ppi image is fine for viewing on a computer monitor; 300 ppi is the resolution required if an image is headed for a printing press. If your camera does not have these adjustments, your photo may still qualify if the pixel dimensions are 2,288 by 1,712 pixels. Optimal resolution in pixel dimensions is 3,600 by 2,700.

#### Photo Specifications

1. Do not “bump up” the size of your digital photo by using image-editing software (such as Photoshop). This will always yield a lower-quality photo. Keep in mind that the higher your initial resolution, the better the outcome of the final photo.
2. Do not crop your photo below the minimal submission requirements. Photos shot at the appropriate size, but then cropped, will not have sufficient resolution for printing.
3. Do not open then “resave” your photo with a new name, especially when resaving a JPEG. This will reduce the quality.
4. Do not scan a photo to produce a digital file for reproduction. Home scanners do not yield satisfactory results.
5. Do not “touch up” your photo or add elements to your photo with image-editing software. We do not accept collages, edited photos, or merged photos. We want original, unretouched photographs.
6. Photo files may be up to 20 mg.
7. Even if you can make wonderful prints on your desktop printer or at a photo processor such as Wal-Mart, this does not mean it will print well to a press. Therefore, our requirements are in total pixel dimensions.

If you have any questions about these criteria or the information presented here, contact the Marketing Department of the Lake County Board of DD/Deepwood 440-918-5173 or 440-918-5050.



## Photograph, Likeness and Comments Release

Lake County Board of Developmental Disabilities/Deepwood

Dear Individual/Parent/Guardian/Chosen Representative:

Please check one of the following options regarding giving permission for the Lake County Board of Developmental Disabilities/Deepwood to use a photograph, likeness and comments for the media (newspapers, internet, and television coverage) and graphic design purposes.

(  ) Yes, I give permission for \_\_\_\_\_ (print name) to be in the media.

(  ) No, I do not give permission for \_\_\_\_\_ (print name) to be in the media.

**Please be aware that in granting consent on this form, you hereby waive any right that you may have to inspect or approve the finished product or products or printed matter that may be used in connection therewith or the use to which it may be applied. Further, you hereby release, discharge, and agree to save harmless the Lake County Board of DD/Deepwood, the media outlet and their legal representatives or assigned, and all persons acting under their permission or authority or those for whom they are acting, from any liability for any publication thereof, including without limitation any claims for libel or invasion of privacy.**

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Chosen Representative Name

\_\_\_\_\_  
Date