

SUBMITTED PHOTOGRAPHS INSTRUCTIONS

Account # _____ Church Name _____

FAMILY NAME _____

First names of everyone in photo _____
(Children should be listed from oldest to youngest.)

Address _____

City _____ State _____ Zip _____

Please do not write on the back of the photo! Please complete this form and give to the Program coordinator, along with the photo, and release form if needed, within 2 weeks after the last photography date scheduled at your church.

Submitted photos will be printed in color (if submitted in color) in the family section. Submitted photos do not count toward the 35 minimum, nor do they count towards earned pages and credits.

Submitted photos are :

- **Pictures of service personnel (In military uniforms - no charge) . Photos of families not able to be photographed by Lifetouch Church Directories will also be accepted. A free directory will be provided for each submitted photo.**
- **If the submitted picture is from a professional photography studio, a copyright release from that studio is needed. See your program coordinator for a copy of the release form.**
 - **There is a \$10.00 cost for each submitted photograph (In military uniforms - no charge)**
 - **The pose should be a vertical, head and shoulders shot. It should be 5x7 or smaller, preferably wallet size
Polaroid shots are not acceptable.**
 - **Digital Photographs can be submitted, however, they must be either 1000x1400 pixels or higher and/or scanned and saved at
atleast 300 dpi. We must have it on diskette or CDROM**
 - **We will try to return all photographs to the church, but we can not guarantee it.
Please do not send in valuable, one of a kind photographs.**