



Dear Photographer,

Feb 2022

It is time to start the 2024 calendars!

We are preparing for the 2024 calendar review, so please review the photo submission information below, you can find on our website at [www.smith-southwestern.com](http://www.smith-southwestern.com).

**Important note: We will be accepting submissions from 3/15/22 through 5/15/22. Submissions submitted after these dates will not be reviewed.**

***Read thoroughly as Submission guidelines have changed.***

From this submission, we will be creating 2024 calendars, postcards and souvenir items. Images submitted may be chosen for any of these projects if applicable.

**Submission Guidelines:**

- The “Photographer Information Form” must accompany all photo submissions. This form is attached or you may also download it from our website. By signing this form, you agree that Smith-Southwestern will not accept any liability for loss or damage of digital file(s). Smith-Southwestern will also not assume any responsibility during shipping. You, as the photographer, accept responsibility for any photos taken on or off private property.

**How to submit: Do not email JPEGs directly, as these will be rejected.**

- USB Flash Drive: This is the preferred method for your submission and will be returned after full review.
- File sharing program: Please send the link via your normal e-mail. Sending directly from the file sharing website will often be tagged as SPAM on not make it to the proper inbox to be reviewed.
- CD/DVD: Still optional but slow down the process and will not be returned
- Save and name each file with a unique numeric or alphanumeric number, including photographer or company name within the file name. Putting your name at the beginning, or part of your company name incorporated into the file name in any manner is acceptable.
- Be sure all images on the disk are sorted into folders based on the categories of current needs. Please do not put the same image in multiple folders.

**File Specifics:**

- Only digital files will be accepted
- Send original high-resolution digital, low res files are no longer necessary to submit
- Images must be at least 300dpi and 6" x 9" in size for calendars.
- Skylines need to include the month and year the photo was taken in the file details.
- Be sure to note if your files have been adjusted or color corrected.
- Horizontal files are required for calendar usage.
- Save and name each file with a unique numeric or alphanumeric number, including photographer or company name within the file name. Putting your name at the beginning, or part of your company name incorporated into the file name in any manner is acceptable.
- Be sure all images submitted are sorted into folders based on the categories (state or subject based) Please do not put the same image in multiple folders.

**Payment and usage:**

- Once the calendar review and assembly is complete, an email will sent summarizing photo usage. Photo payments are sent once the calendar(s) have been received (approx. April). At this time, a sample of each calendar that has a photo used will also be sent with the check.
- Smith-Southwestern purchase orders are created internally for all calendar/photo projects; there is no need to send in an invoice. Payment is not processed until after calendars are received into inventory.

**Photo credits:**

- Photo credit will be given for each image per product (except for souvenir items since space is limited and hides views).
- Photo credit will read as it appears on the Photographer Information Form so PLEASE make sure this information is exactly how you want the photo credit to be given, Smith-Southwestern will not accept responsibility if incorrect information is given.

**Please submit your photography to:**

Smith-Southwestern  
Attn: Photography Department  
1850 N. Rosemont  
Mesa, AZ 85205

**Contact information:**

Email:photo@smith-southwestern.com  
Contact: Stacie Inkel  
Phone: 480-854-9545

Attached is the photographer information form and current photography needs.

**We look forward to reviewing your submission!**

**SMITH-SOUTHWESTERN  
PHOTOGRAPHER INFORMATION FORM**

**FILL-OUT AND RETURN WITH YOUR SUBMISSION:**

Company / Photographer Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Are You Incorporated: Y / N

If 'Yes', What Is Your Tax Identification Number: \_\_\_\_\_

CD's submitted: Y/N

If yes how many: \_\_\_\_\_

Key fob (USB) submitted: Y/N

If yes how many: \_\_\_\_\_

***Important - Read Below:***

I understand and agree to all conditions for submission to Smith-Southwestern and that Smith-Southwestern has no liability for lost or damaged personal property of digital files. Smith-Southwestern does not have any liability due to carrier loss or damage. I accept responsibility for any photos taken on or off private property:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**PHOTOGRAPHER PAYMENT DETAILS:**

ENGAGEMENT CALENDARS:                    \$150 (No additional payment for cover image)

POSTCARDS:                                    \$50 – Single image / first image  
    \$25 – each additional image

SOUVENIR ITEMS:                            \$50-1<sup>st</sup> image per item  
    \$25-additional images per item if design is a collage  
    Maximum \$100 per souvenir item

## 2024 Calendar Submission List of Subjects:

*States & subject matter within the states are listed below:*

### ARIZONA:

Grand Canyon NP  
Lake Powell  
  
Monument Valley  
Saguaro NP  
Sedona  
Tombstone  
Tucson  
Flagstaff  
Lake Havasu  
San Xavier

### CALIFORNIA

Lake Tahoe  
Lassen Volcano NP  
  
Palm Springs  
Redwood NP  
Sequoia NP  
Southern Cali Beaches  
Yosemite NP  
San Diego

### COLORADO

Colorado Springs  
Denver  
  
Durango  
Garden of the Gods  
Mesa Verde NP  
Pikes Peak  
Rocky Mtn NP  
Silverton

### IDAHO

Boise  
Couer d' Alene  
  
Idaho Falls  
McCall  
Sawtooth Range  
Snake River  
Sand Point

### LOUISIANA

Coastal  
Mardi Gras  
  
New Orleans

### OKLAHOMA

Oklahoma City  
Tulsa

### MISSOURI

Branson  
Lake of the Ozarks  
  
Saint Louis  
Gateway Arch NP  
Kansas City

### NEW MEXICO

Albuquerque  
Ruidoso  
  
Santa Fe  
Taos  
White Sand NP  
Roswell

### NEVADA

Lake Tahoe  
Las Vegas  
  
Reno  
Laughlin

### OREGON

Coastal  
Crater Lake NP  
  
Lighthouses  
Mt. Hood  
Portland  
Bend  
Newport

### ROUTE 66

All States

### NATIONAL PARKS

All States

### TEXAS

Bluebonnets  
El Paso  
Landscapes (general)  
  
Gulf Coast  
San Antonio

### UTAH

Arches NP  
Bryce Canyon NP  
Salt Lake City  
  
Zion NP  
Moab  
Park City

### WYOMING

Grand Teton NP  
Jackson Hole  
Yellowstone NP

### MONTANA

Billings  
Bozeman  
Glacier NP  
  
Great Falls  
Missoula  
Helena

### WASHINGTON

Coastal  
Olympic NP  
Mt. Rainier NP  
Mt. Saint  
Helens

### TENNESSEE

Great Smoky Mtn NP  
Chattanooga  
Nashville  
Gatlinburg  
Pigeon Forge  
Memphis

### GENERAL

Patriotic  
Scenic America  
Western  
Beach

### COWBOYS

Herding  
Riding  
Roping

### ANIMALS

Southwest Wildlife  
Rocky Mtn Wildlife  
Hummingbird  
Baby Wildlife  
Horses  
Kittens  
Puppies  
Alligators