

**RPCV International Calendar**  
**Picture Submission and Selection Guidelines**  
(July 2010 update)

First printed in 1987, the International Calendar's ongoing success—including several silver and gold awards in national and international competitions—is largely due to the wonderful pictures submitted over the years. We welcome your submissions. We hope the following guidelines on our submission criteria and selection process will be helpful.

We are often asked what kind of pictures we are looking for. There is no set answer to this. We are interested in a wide range of subjects. In general we want to present countries in a positive light. We are proud of the people and countries where we have served. We like pictures of city life as well as village and rural scenes. We like to see people in action, resting, working, enjoying everyday life or celebrating special occasions. Humor is enjoyed. Landscapes or pictures with architectural or other detail—handiwork, food, etc.—add interest. When you are selecting pictures, please keep in mind that they need to have “month-long” appeal. Since teachers use our calendars as teaching tools, keep students and their interests in mind as well.

**Submission Criteria**

1. To be eligible, the pictures you submit must be **5”x7” glossy prints or quality digital images** (from a 5.0 megapixel camera or better). Other sizes, mounted, framed, or black & white pictures are not eligible.
2. Pictures must be from a country where Peace Corps Volunteers have served (past or present).
3. No picture showing a Peace Corps Volunteer will be eligible.
4. A photographer may submit a maximum of 5 pictures per year.
5. A picture submitted three times, but not selected, is no longer eligible.
6. The photographer's name and the country where picture was taken must appear on the back of each picture. Please do not write directly on the photo. Write on a label with pencil or indelible ink before adhering to the back of the photo.
7. For digital photos use the following naming convention when saving your image- [country/entry#.photographer name]. Example: Morocco1.tcousins. Please save the image as a .jpg or .bmp extension.
8. A submission form with photographer and picture information filled out must accompany all photos (call or download form at [www.rpcvcalendar.org](http://www.rpcvcalendar.org)).
9. If you submit digital photos, send the photos along with the submission and release forms to [submissions@rpcvcalendar.org](mailto:submissions@rpcvcalendar.org).
10. Basic requirements for technical quality include focus, realistic color and good overall contrast. Pictures should be free of flaws (scratches, mold, fingerprints, etc.) and should not be over or under-exposed. We suggest you submit good quality duplicates as **pictures will not be returned**. Originals of winning images may be requested for production purposes.
11. Your original can be a color print, transparency or digital image. However, to qualify as a large, feature picture, digital images must be taken at the hi-res setting on a **5 megapixel** camera or better. Lower resolution digital images may be submitted but will only be considered for small calendar pictures.
12. Submissions must be postmarked by December 31. Late submissions will be held for the next year.

We are deeply grateful to all photographers for taking time to submit pictures. Each photographer whose pictures meet the eligibility requirements will receive a complimentary calendar in September. Large photo winners receive 25 calendars; small photo winners receive 5. Winners will be notified in February. No notification will be sent to those whose pictures are not selected.

If you are planning on traveling in the months of Feb-April, please keep in mind that this is the time of year when the calendar is in production. It is essential that we be able to contact you, not only to let you know that you have won, but also to get photo text, help with our indigenous designs, word of the month etc. Please let us know if your contact information needs to be updated.

**Returned Peace Corps Volunteers of Wisconsin/Madison**  
**Photo Submission and Authorization Form**

**Submission DEADLINE: December 31<sup>st</sup> \***

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Fax (optional) \_\_\_\_\_ Email address \_\_\_\_\_

Alternative phone or email address (especially important if you are out of the U.S. or will be traveling.)

\_\_\_\_\_

List below the pictures being submitted (total of 5 per photographer). **ONLY 5x7" glossy prints or high quality digitals submitted via email** will be eligible. Framed or mounted pictures are **not** acceptable. We suggest you send quality duplicates as submitted **photos will not be returned**. If your picture is selected we may ask to use your original. A release form should also be sent in with your submission giving us permission to use your photo in the calendar. You will also be contacted if your photo is selected.

Each picture must have a label on the back with photographer name and the country where the picture was taken. (Write on the label with indelible ink or pencil **before** affixing to the back of the picture.) **Don't write directly on the photo. Please see submission guidelines for digital submission requirements.**

Location where photo was taken (location, country)	Year picture was taken	Type of original— color print, slide or digital image	IF original is DIGITAL, indicate the Megapixel resolution of camera
1.			
2.			
3.			
4.			
5.			

Service in Peace Corps is not required for photo submission. However, if you are a current or former Peace Corps Volunteer, please list your country, years of service and field of work.

Country \_\_\_\_\_ Date of service \_\_\_\_\_

Type of work \_\_\_\_\_

**SEND TO:** Photo Coordinator  
P.O. Box 1012  
Madison, WI 53701

Questions: e-mail [submissions@rpcvcalendar.org](mailto:submissions@rpcvcalendar.org)  
or call David at 608-240-0735  
WEBSITE: [www.rpcvmadison.org](http://www.rpcvmadison.org)

*\* Submissions postmarked after December 31<sup>st</sup> will be held over to the next year.*

**RELEASE FORM**  
**RPCVs–Madison, Wisconsin**  
**International Calendar Project**

I hereby authorize the Returned Peace Corps Volunteers (RPCVs) of Wisconsin-Madison to use my photographs detailed in the above submission form in the International Calendar.

This authorization also permits the use of these images by the RPCVs of Wisconsin in postcards, bookmarks, and other marketing/advertising uses associated with the promotion of the International Calendar Project. I recognize that proceeds from the sales of the International Calendar and associated products (postcards, etc.) will be used to support groups, activities and causes designated by the RPCVs of Wisconsin-Madison.

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SIGNATURE

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DATE