Please submit an **electronic** copy of this form with your digital photos by email.

Photo Submission Form

Artist/Organization Name	
Program Affiliation	❑ Artists at the Center ❑ Arts in Parks ❑ Centering Art & Racial Equity (C.A.R.E.) ❑ CityArtist ❑ Civic Poet ❑ The Creative Advantage ❑ Cultural Facilities ❑ smART Ventures ❑ Youth Arts ❑ Other: _____
Project/Program Year	

Please Note: We may feature your photos in our annual report to the community, on our website or in our monthly e-newsletters.

How to Submit

Photos can be submitted digitally via email. For high-resolution images that have larger file sizes, you can also transfer them via tools like WeTransfer, Dropbox, or Google Drive. **All images MUST be accompanied by this photo submission form** with detailed caption and photo credit information.

Please email photos with an electronic copy of this submission form to the appropriate project manager. The project manager's name and contact information can be found on our website.

Photo Guidelines

We prefer to receive digital images. Please submit digital images at the highest resolution possible.

For print use, images should be at least 300 dpi (dots/pixels per inch).

We also accept low-resolution or smaller digital files, which generally reproduce fine on a computer monitor/the Web. In general, please ensure your images are at least 72 dpi in size (dots/pixels per inch).

For additional inquiries about these guidelines, please email us at Arts.Culture@Seattle.gov.

Required Authorization for Use of Your Photos

Individuals and organizations who work with the Seattle Office of Arts & Culture (ARTS) authorize ARTS to reproduce any images you provide us in print, digital and all other media, and affirm that such artwork is free and clear of any lien or encumbrance that may interfere with its use by the city of Seattle. **Those who submit photographs of children under 18** acknowledge that they have secured all required releases, consents and parental permissions.

Photo Information – Please Provide for All Images Submitted

If you are submitting multiple photos of the same event by the same photographer you may fill out one caption field. In this case, please indicate all applicable photos in the file name field (i.e. images 1-10).

1	File name	
	Caption	
	Photographer	
	Notes/Comments	

2	File name	
	Caption	
	Photographer	
	Notes/Comments	

3	File name	
	Caption	
	Photographer	
	Notes/Comments	

4	File name	
	Caption	
	Photographer	
	Notes/Comments	

5	File name		
	Caption		
	Photographer		
	Notes/Comments		

6	File name	
	Caption	
	Photographer	
	Notes/Comments	

7	File name	
	Caption	
	Photographer	
	Notes/Comments	

8	File name	
	Caption	
	Photographer	

Notes/Comments	

If you have caption information for more than 8 images, please open a new document of this form.