

RPCVS of Wisconsin–Madison  
**INTERNATIONAL CALENDAR PROJECT**  
**Photo Submission Guidelines**

(March 2016 update)

First published in 1988, the International Calendar's ongoing success—including awards in national and international calendar competitions—is due largely to the wonderful photographs submitted to us over the years. We welcome your submissions, and we hope the following guidelines on our submission criteria and selection process will be helpful.

We're often asked what kind of pictures we look for. There's no set answer to this, as we are interested in a wide range of subjects. We want to present Peace Corps countries in a positive, truthful light: we are proud of the people and countries where we have served, and we share that pride through this calendar. We like images of city life as well as village and rural scenes. We like people in action: working, relaxing, enjoying everyday life, and/or celebrating special occasions. Humor is appreciated. Landscapes or photos with architectural or other detail—handiwork, food, etc.—add interest. When selecting images to submit, keep in mind the need for “month-long” appeal. And since many teachers use this calendar as a teaching tool, it's good to keep students and their interests in mind as well.

Anyone may submit photos; Peace Corps service is not a requirement.

*Note that as of March 1, 2016, we are accepting digital submissions only.*

**Submission Criteria**

1. To be eligible for consideration, submitted photographs must be high-quality **digital images** (5.0 MP or higher) with realistic color. Other formats (prints, mounted, black & white) are not eligible.
2. Photographs must be from a country where Peace Corps Volunteers have served (past or present).
3. Photos showing a Peace Corps Volunteer are not eligible.
4. A photographer may submit a maximum of five (5) pictures per year.
5. A photo submitted three (3) times, but not selected, is no longer eligible.
6. Basic requirements for technical quality include clear focus, realistic color, and good overall contrast.
7. The photographer's name and the country where the photo was taken must appear in the digital file name, and the image must be saved as a JPEG. *Use the following naming convention:*  
[country+entry#.photographername.jpg] *Examples:* morocco4.mcousins.jpg; fiji2.vross.jpg
8. A scan of the signed **Photo Release Form** and a **Photo Submission Form**—with photographer and photo information filled in—*must accompany all photos* (forms downloadable at [www.rpcvcalendar.org](http://www.rpcvcalendar.org)).
9. Digital files and the scanned Photo Submission and Photo Release forms *must be submitted online by Feb. 15th* to: [submissions@rpcvcalendar.org](mailto:submissions@rpcvcalendar.org)
10. To qualify as a large, featured photograph, digital images must be taken at high resolution on a 5-megapixel or higher camera. Lower resolution digital images may be submitted, but may be considered for inset images only.
11. Submitted photographs will become part of the Madison RPCVs calendar image library for possible use in calendar and related projects. Photographers will be credited with every use.
12. Submissions must be received by February 15th. Late submissions will be held for the next year.
13. Photos will be reviewed in late spring and final decisions made in late summer, a year or more in advance of publication. We will contact you as soon as a decision to use your photo is made. No notification will be sent to those whose pictures are not selected.

We are deeply grateful to all photographers for taking time to submit pictures. Each person who submits a photo (or photos) for consideration will receive a complimentary calendar in September. Those whose photos are selected for featured images will receive 25 calendars, and those whose photos are used for smaller insets will receive 5 calendars. If an image is used as a notecard, the photographer will receive 10 that notecard set.

If you are planning on traveling in the months of June-December, note that this is when the calendar is in production. It is essential that we be able to contact you, not only to let you know that your photo is selected, but also to get photo text and other information relevant to use of your photo. Please let us know if your contact information needs to be updated. *Questions?* Email our Photo Coordinator at [submissions@rpcvcalendar.org](mailto:submissions@rpcvcalendar.org).

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**PHOTO SUBMISSION FORM**

Submission DEADLINE: February 15th \*

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

Address \_\_\_\_\_

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

Email address \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_

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

Help us reach you! Alternative contact info (phone # / email address) is important if you are out of the U.S. or will be traveling:

\_\_\_\_\_

Please list the photographs being submitted (limit of 5 per photographer per year), then scan and submit with your photos. Note that we no longer accept prints; ONLY high-quality digitals submitted online are eligible. You will be contacted if your photo is selected, and we may request your highest-res file. Submitted digital files will be retained for our photo library.

Please see our Photo Submission Guidelines for digital submission requirements. Use the following file-name format for your JPEGs: *country+entry#.yourname*. Examples: *ghana2.vross, fiji4.tcyrs*

Location where photo was taken (country + specific location)	© / Year photo was taken	Digital file name	MP / resolution
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 \_\_\_\_\_ Dates of service \_\_\_\_\_

Type of work / Sector \_\_\_\_\_

**SUBMIT TO: [submissions@rpcvcalendar.org](mailto:submissions@rpcvcalendar.org)**

**Questions? Call David at 608-240-0735 or 608-829-2677**

\* Submissions received after February 15th will be held over to the next year. \*

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## PHOTO RELEASE FORM

I hereby authorize the Returned Peace Corps Volunteers (RPCVs) of Wisconsin–Madison to use my photograph(s), as detailed in the attached Photo Submission Form, in the International Calendar.

This authorization also permits the use of these images by the RPCVs of Wisconsin–Madison in creating notecards, postcards, bookmarks, and other ancillary products related to the International Calendar.

This release also allows for the use of these photos/images in marketing and advertising efforts associated with the promotion of the International Calendar and its related products. I recognize that proceeds from the sales of the International Calendar and its associated products will be used to support RPCV groups and activities, volunteers in the field, and other causes designate by the RPCVs of Wisconsin–Madison.

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Signature

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Date of Submission