

PHOTO SUBMISSION INSTRUCTIONS

The Mercer Island Fine Arts Advisory Committee (FAAC) hosts a website Photo Gallery to celebrate fine arts education in the Mercer Island School District. If you have photographs to share for that purpose, we welcome your submissions!

It is FAAC policy not to identify individuals pictured on our website, and not to post photographs that recognizably depict individuals without their prior permission, *including that of minors' parents or legal guardians.*

EACH PHOTO SUBMITTED must be:

1. Accompanied by complete Photo Information (*see below*).
2. Digital, and in jpeg format.
3. Cropped, if needed, to show *only* individuals who have given the sender permission *before* submission.
4. Sent to FAAC on a CD or DVD by regular mail, or as a picture file attachment to e-mail.

THIS FORM is not linked – you can not fill it out online. To use it, please download this page and either:

1. Print a copy, fill it out by hand, and mail the completed form -- or --
2. Save it as a word document, fill it out on your computer, and send the completed form as an e-mail attachment.

FAAC Mailing Address	FAAC E-Mail Address
P. O. Box 138 Mercer Island, WA 98040	photos@mifineartsed.org

PHOTO INFORMATION

Digital file name you have assigned the photo. *Please be exact.*

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Your name & contact information. *We do not accept anonymous submissions.*

Name:	
Address:	
Phone:	
E-mail:	

Description of the subject. *What occasion of MISD fine arts education is shown in the photo?*

Name & contact information for each individual pictured. *For FAAC use to confirm permission.*

Name #1:		Is this person a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:		
Phone:		
E-mail:		
Name #2:		Is this person a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:		
Phone:		
E-mail:		
Name #3:		Is this person a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:		
Phone:		
E-mail:		
Name #4:		Is this person a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:		
Phone:		
E-mail:		

Please attach an extra page if needed.

Thank you for your photo submission!