

# Pleasant Point Plantation Owners Association Gallery Guidelines

All PPPOA residents are encouraged to post artwork images of their art in the Gallery.

**Submission:** You may retain a maximum limit of 20 artwork images in your Gallery. All artwork must be *entirely* your own intellectual property.

- **Prints** submitted must be unmounted and no larger than 8 1/2 X 11 inches. Prints may be submitted to Henri Monnier at 16 Tuscarora Ave. Be sure to include the submission form (see below) with your name and image ID# for each submission.
- **Digital** images submitted must be sized to 600 x 450 (W x H) pixels. Horizontal images must be 600 pixels wide unless the height will exceed 450 pixels, then the height must be 450 pixels and the width adjusted to maintain aspect ratio; vertical images must be 450 pixels high; and square images must be 450 x 450 pixels.

Digital Images may be submitted on CD or emailed as attach files to the webmaster by clicking [HERE](#). Receipt of your email implies "I authorize the use of my images on the PPPOA website." Your image filenames will become the image ID#. Unless specifically requested CD's will not be returned, and will be destroyed.

- **Other** – If you need assistance in generating an image of your artwork, please contact the webmaster by clicking [HERE](#).

Decorative borders or drop shadows around your images are not permitted. The file format must be JPEG using .jpg as the file extension. Your files will be processed for uniform viewing prior to being posted on the Gallery. Please limit your filenames to a maximum of 25 characters (not including the file extension) when you name your files. Do not use any spaces, slashes or extended characters in the filename. Captions, if desired, must be included in the images IPTC captions field.

**Process:** Your images will be reviewed for acceptance by the Website Committee, and will be posted in a timely manner.

- **Prints** that are accepted will be scanned and minor corrections for color balance and contrast will be made to the digitized images, if required. The resultant digital files will conform to the same rules for digital images.
- **Digital** images that are accepted will be processed as-is, presuming that the submitter has made any desired corrections.

**Return:** Prints will be returned to you. Digital files submitted will not be returned.

**Disclaimer:** All prints submitted will be handled with extreme care. However, PPPOA and its members are not responsible for any loss or damage to any prints submitted.

# Pleasant Point Plantation Owners Association Image Submission Form

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

I authorize the use of my images on the PPPOA website.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ID# 1** - Name: \_\_\_\_\_

Caption: \_\_\_\_\_

**ID# 2** - Name: \_\_\_\_\_

Caption: \_\_\_\_\_

**ID# 3** - Name: \_\_\_\_\_

Caption: \_\_\_\_\_

**ID# 4** - Name: \_\_\_\_\_

Caption: \_\_\_\_\_

**ID# 5** - Name: \_\_\_\_\_

Caption: \_\_\_\_\_