



(a state licensed not-for-profit child placement agency)

e-mail: adopt@ftia.org

web site: www.ftia.org

Toll-free 888-797-9900 • Phone 812-479-9900 • Fax 812-479-9901
400 Bentees Wes Court, Evansville, IN 47715

2010 FTIA CELEBRATION OF CHILDREN CALENDAR Photo Submission Form

Send all submissions **no later than September 18th** to:

adopt@ftia.org or

FTIA, 400 Bentees Wes Court, Evansville, IN 47715

- Please submit only one picture per child.
 - Individual or group photos are fine (please clearly list all children in photo and attach a release form for each child)
 - Please include only children in the photo – no adults
- If you are mailing photos:
 - Please submit a unique Photo Submission Form for each picture
 - Please use a sticker label/masking tape on back of each photo with the child's name
 - Please reinforce your envelope with cardboard to avoid damage to your photo(s)
- If you are e-mailing digital pictures:
 - Please send no more than 300-400KB and at least 200-300 dpi resolution
 - Save your photo as an attachment and name the attachment with child's full name
 - Attach only one photo to each e-mail
 - Include the release language (below) in each e-mail
- If you are submitting your photos at the reunion:
 - Please submit a unique Photo Submission Form for each picture
 - Please use a sticker label/masking tape on back of each photo with the child's name
 - Please place photos and forms in an envelope to help keep them together.
- If you are sending copyrighted (studio) photos:
 - Please secure a one-time use release (written permission) from the photographer or studio

Parent Name/s: _____

E-mail Address: _____

(address to use to notify of selection decisions)

Child's Name: _____

(only child's first name will appear on calendar)

Child's Birth Country: _____

I/We understand that the photo being submitted will not be returned to us. I/We further understand that the photo will either be used for the FTIA calendar and/or in FTIA photo albums, promotional materials, or advertisements.

Parent Signature

Date

Please direct any questions to our office at adopt@ftia.org or 812-479-9900.