



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

e-mail: [adopt@ftia.org](mailto:adopt@ftia.org)

web site: [www.ftia.org](http://www.ftia.org)

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

## 2011 FTIA CELEBRATION OF CHILDREN CALENDAR Photo Submission Form

Send all submissions **no later than August 15, 2010** to:

[adopt@ftia.org](mailto: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).
  - If you are submitting a group photo which includes children from more than one family, **we must have a photo submission form for each child in the photo**. Please include the required forms with your photo! Unfortunately, we will not be able to include group photos which do not have the required permission forms 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, last name then first name. (Example = Doe, John)
  - Attach only one photo to each e-mail.
  - Include the release language (below) in each e-mail.
- 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](mailto:adopt@ftia.org) or 812-479-9900.