

# Pacifica 2007-2008



Name of School: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

Check One:     Student     Teacher     Administrator     Parent    Other (specify) \_\_\_\_\_

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## PHOTOGRAPH

Name of Photographer: \_\_\_\_\_

Check One:     Student     Teacher     Administrator     Parent    Other (Specify) \_\_\_\_\_

Photographs may be black and white or color. Some photos will be enlarged so do not resize, crop, or manipulate the photo prior to sending. Acceptable photos need to contain clear, crisp, and well-composed images. Please send the original digital (i.e. .jpg, .tif) or printed photo.

Do not send photos pasted into Microsoft Word or PowerPoint, newspaper clippings, photos saved from the internet, photocopies, low resolution images, or digital pictures that do not meet the below requirements. The photos will not print with quality and therefore cannot be used.

Digital photos must meet the following requirements:

- Image Size – 1000 x 1000 pixels or better
- Quality – Fine (as opposed to Standard)

Include a black and white printout of digital photos if mailing submissions. A brief description (see below) of what is happening in the photo must be included. Action shots – people doing something instead of just looking at the camera – are great submissions. Please submit photos un-mounted.

The number of pages in the Pacifica is limited. Therefore, submissions are selected to represent a balance of school life and activities throughout the Pacific.

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## DESCRIPTION

Descriptions should be typewritten below or on a separate sheet of paper. Please do not type description as a part of the photo file name. Include all facts. Use the formula of Who? What? When? Where? Why? Name the person(s) from left to right. Do not include names of people in groups of more than five. The description of the photo should be no more than five sentences as space is limited. Descriptions are printed as received when possible; however, the editor reserves the right to edit when necessary.

Please have an administrator sign this form and send with your submissions (see page 2 for mailing options):

Signature of administrator \_\_\_\_\_

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## Mailing Options:

Please select the most convenient way to send photos, corresponding descriptions, and Pacifica submission forms to the Area Office.

The Pacifica Submission Form and Publicity Permission Form can be found online at:  
<http://www.pac.dodea.edu/publications/downloadable/index.html>.

**Note:** Photos cannot be printed without a signed submission form. A separate submission form for each photo is required. Photos with less than five students must have a signed Publicity Permission Form for each student on file at the school. Once a photo is submitted, it may be used in other print media or online so please ensure the form has been signed. The Publicity Permission Form needs to remain at the school - please do not send with your submissions.

### To send submissions by email

Ensure your email is below 10MB before sending. If sending numerous photos, several emails may be required. Please include all documentation with each photo.

The submissions may be emailed by an administrator showing their approval. In this case, the submission form may be sent in .pdf format without the signature.

The submissions forms may be printed and scanned into a .pdf (or other format) once signed by an administrator. Please see your main office or librarian for access to a document reader if needed.

The subject line of your email should be: Pacifica - your school name.

Email submissions to: [melanie.collins@pac.dodea.edu](mailto:melanie.collins@pac.dodea.edu)

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### To send through guard mail

Guard mail may be used by Okinawa DSO and schools. Put CD or printed photos along with descriptions and submission forms into a "holey joe" and address as below:

DoDDS-Pacific/DDESS-Guam Director's Office  
Attn: Visual Information

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### To send through postal service

Mail CD or printed photos, submission forms and descriptions to:

DoDDS-Pacific/DDESS-Guam Director's Office  
ATTN: Visual Information Specialist  
Unit 35007  
APO AP 96376-5007