

# DRAFT

## Village of Lombard PHOTO CONTEST Rules and Guidelines

*The Village of Lombard Community Relations Committee is sponsoring a photo contest for photos to be used in Village publications and the Village website.*

1. Photographs must be of a subject matter that depicts "life in Lombard."
2. Photographs must be taken and submitted only by amateur photographers; professional photographers are excluded from participation. Photographs may be submitted only by the person who took them.
3. Photographs must meet the following criteria:
  - (a) Photographs must be in color. *Photographs must be submitted digitally in the jpeg format.* The file size of any one photograph cannot exceed 3 megabytes. A maximum of three photographs may be submitted per person.
  - (b) Entrants are encouraged to submit files with only minor retouching as this is a photography contest, not an art or computer graphics contest.
  - (c) Files must be named with the photographer's full first name, middle initial and full last name followed by a 1, 2 or 3. (Examples: JohnQDoe1.jpg, John Q Doe 1.jpg and John Q.Doe\_1.jpg are all acceptable, just make sure your name and the number 1 2 or 3 are in the filename.)
  - (d) Photographs must be submitted via email or be delivered on a CD. No DVDs will be accepted. Non-readable files will be disqualified.
    - i. Email submissions must be submitted to and *received* by December 31, 2010 to [kott.j@villageoflombard.org](mailto:kott.j@villageoflombard.org). Delays in electronic delivery are not the responsibility of the contest board. No confirmation emails will be sent. Within the email the following information must be provided: Full Name, Full Address and Phone Number(s).
    - ii. CD submissions must be delivered to **Village of Lombard, Attn: Photo Contest, 255 E. Wilson, Lombard, IL 60148**. Entries must be delivered in person before the end of the business day or postmarked no later than December 31, 2010. Each CD must be labeled with the following information: Full Name, Full Address and Phone Number(s). (Write on the CD with a permanent marker.)
4. Entrants retain all copyrights to their photographs but grant the Village of Lombard the right to reproduce and publish any submitted photograph as seen fit. Winner's names may be used for promotional purposes with no further compensation. Entries will not be returned.
5. Prizes are non-transferable and non-redeemable for cash. No substitutions for prizes are offered.
6. Judges, employees of prize sponsors and prize agencies/suppliers and their families are not eligible.
7. Judging will be done by the Village of Lombard Community Relations Committee. All decisions made by the judges will be final. Winners will be announced on February 1, 2012.
8. Entries received that do not follow all rules will be disqualified and any prizes awarded must be forfeited.

For More Information Email:  
[kottj@villageoflombard.org](mailto:kottj@villageoflombard.org)