Editorial Submission Details

Please submit your information by NOON on the specified due date.

Please include the following items in your submission:

- photos in high resolution of at least 300 dpi and 5 x 7 as .jpg attachments
  (Please do not send photos in a word document.)
- We encourage you to submit photos that show the diversity of your guests.
- **a text document with caption information and corresponding photo numbers from the .jpg files**
  (Please label your photos with a number and a word, i.e. 1. Rose Brooks, 2. Rose Brooks, etc.
  DO NOT use the caption as the file name.)
- event highlights
- contact name and phone number
- billing name and email address
- event chairmen's name, phone number, and email address
- professional photographer's name (We only credit professional photographers.
  We do not credit staff members or volunteers.)

* We do not accept photos with a person's back facing the camera or with a person's eyes closed.
For a photo to be used, all persons must be identified with first and last names. Photo placement/usage is at the discretion of *The Independent.* Please know that we write the final copy for all editorial features. You may submit your event information in paragraph form, bullet points, or a general outline of details. We do not include logistical information in editorial features, i.e. phone numbers, websites, or email addresses. We do not provide proofs of editorial features. Photos that are submitted for use on our website should be different photos than submitted for use in our magazine.

Please email the above items to Annie England at annie@kcindependent.com. **If you are sending more than five photos, please submit a contact sheet with a thumbnail version of each photo** and the photo number. You can also choose to use Dropbox or a zip file to submit your materials.

If you would like to pay with a credit card, please fill out the bottom portion of this paper and return it with your submission. Otherwise, we will invoice you after publication.

Circle One: Mastercard   Visa   American Express

Name on Card: _____ City: _____ State: _____ Zip Code: _____

Address: _____

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Email Address for Receipt: _____