

# Village Vision - Submission Form for Writing and Photography

*This form is not for use for advertisement purchases and/or placement*

**Full Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of Submission (Check all that apply):**

- Photography
- Article

**Preferred issue for publication:**

**Year:** \_\_\_\_\_

Issue Number (Publication Months)

General Focus

- No. 1 (January/February) ..... Winter
- No. 2 (March/April)..... Spring
- No. 3 (May/June).....Summer
- No. 4 (July)..... The Lavender Issue
- No. 5 (August/September)..... Late Summer/Back-to-School
- No. 6 (October/November)..... Harvest/Fall
- No. 7 (December)..... The Holiday Issue
- I do not have a preferred issue.
- I will be submitting an article for each issue as a column.

**Submission Understanding**

By submitting material (photographs, writing, recipes, or any other creative or informational entry) to the Village of Los Ranchos you grant permission and consent to the Village of Los Ranchos for the use of the submitted material(s) in any and all publications of The Village of Los Ranchos, including print or web-based publications, and to be featured on the Village website. By submitting photographs(s), you also authorize the Village of Los Ranchos to copy, edit, enhance, crop, or otherwise alter the photograph before use. The Village may edit written submissions where necessary, such as grammar, spelling, and consistent formatting. You acknowledge that you are not entitled to any compensation or royalties with respect to the use of any materials submitted and represent that you own all rights to the material(s) and have the authority to grant the Village of Los Ranchos the right to use the material(s).

If you provide photos in which individuals are recognizable/identifiable, you must submit the Photo Release signed by those pictured (or by a parent/guardian if under 18 years of age). The Village reserves the right to refuse publication of any materials. By submitting this form, you confirm that the materials, written or photographic, are your own original work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Village of Los Ranchos  
6718 Rio Grande Blvd. NW Los Ranchos, NM 87107  
(505) 344-6582



## **Photo Release**

I \_\_\_\_\_ hereby grant permission to the Village of Los Ranchos to use my likeness in the photograph(s) submitted on \_\_\_\_\_ by \_\_\_\_\_ in any and all of its publications including the Village Vision, the Village of Los Ranchos Website, and/or the Village of Los Ranchos Facebook page, Twitter account and any other printed media or digital social media.

I understand that the Village has discretion with respect to its publications and may choose not to utilize the photograph(s), or to utilize the photograph(s) at any time in the future. I further understand that I will not have an opportunity to review any finished product in which the photograph may be featured.

I understand that the photograph(s) submitted will become the property of the Village of Los Ranchos, that the photograph(s) will not be returned, and that this Release will continue indefinitely, unless revoked in writing.

I acknowledge that I will receive no financial compensation for the use of my image or likeness.

I hereby hold the Village of Los Ranchos harmless from any claims, liabilities, damages, and expenses incurred as a result of any use of my likeness in accordance with this Release.

Signed on \_\_\_\_\_, in the year of \_\_\_\_\_,

Signature: \_\_\_\_\_

Signature of Parent or Guardian (if under eighteen (18)): \_\_\_\_\_