



P.O. BOX 46

MIDDLEBURG, VIRGINIA 20118

TEL.: (540) 687-6341

FAX: (540) 687-3937

November 15, 2012

ATTENTION: HORSE SHOW ASSOCIATIONS

Congratulations to your association's champions and reserves! We understand the hard work and dedication it takes, and they deserve recognition.

The Chronicle of the Horse will publish the **2013 Annual Horse Show Issue** on March 11, 2013. We will include results of your association's high-score champions and reserves, and photos of your association's high-score champions in the hunter, jumper, hunter breeding and hunt seat equitation divisions.

Also, winners of USHJA Zone or USEF National awards should now submit their photos directly to us if they wish to have them appear in *The Chronicle's* Horse Show Issue.

All high-score awards and photos must be in this office by JANUARY 14, 2013. There will be no extensions of this deadline. Do not confuse this deadline with the advertising deadline.

Guidelines for submitting results and photos are attached. E-mailed results are required.

Please make sure that your association's champions are aware of these guidelines as soon as possible so they may have the chance to submit photos for the 2013 HORSE SHOW ISSUE.

Please double check your information before mailing. Most of the results and photos arrive on deadline day so there is not enough time for attempting to contact the organizations when there are problems.

Thank you for helping us compile this information and for getting the material to us as quickly as possible. If you are not clear about these guidelines or have any questions, please do not hesitate to contact me.

Sincerely,

Sharon L. Rose
Horse Show Department
The Chronicle of the Horse
results@chronofhorse.com
540-687-4902

The deadline for submitting photos and results is January 14, 2013

***The Chronicle of the Horse* 2013 Horse Show Issue**

The Chronicle of the Horse will publish the **2013 Annual Horse Show Issue** on March 11, 2013. We will include association high-score champions and reserves results, and high-score champions photos in the hunter, jumper, hunter breeding and hunt seat equitation divisions.

Also, winners of USHJA Zone or USEF National awards should submit their photos directly to us if they wish to have them appear in *The Chronicle's* Horse Show Issue.

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Guidelines Overview

Results

- Digital e-mailed results in the proper format are **required**.
- Hard copy also must be mailed and received by the deadline.
- Full contact and association information **must** be included.
- Champions and reserves only.

Photo Submissions:

- Champions only.
- Action shots only.
- Original color prints only and digital photos on CDs.
- All required information **must** be printed on photo or annotated to each digital photo (see below).
- Any CD containing images submitted by an association must also contain a Word document with each image file name and the required information for that photo (see below).
- Only photos submitted with the mailed results by the association will be accepted.
- Each photo must have a release from the photographer (see next page).

Results Guidelines

Include the following information for your association:

- Full official name and abbreviation.
- Address (The correct address for the organization—or where you want next year's letter sent.)
- Contact name, phone and e-mail (in case there is a problem with the results).
- Name and address for photos to be returned.

Digital results are **REQUIRED**, but a **hard copy MUST also be mailed and received in this office by the deadline**.

The e-mailed results should be in text (tab or comma delimited), rtf, Word or Excel formats. PDF files are NOT accepted. E-mail the results to results@chronofhorse.com and be sure to **include full association information in the text of the email**. The subject of your e-mail should be—**HSI RESULTS: your association name**.

Please include the name of the division, the place (CH or RES), horse name, owner name and rider name. Include only the Champion and Reserve placing for each class/division. Please use tabs, not spaces, between columns when entering your results. Check your spelling! Owner and horse are optional (but helpful) for equitation classes. Riders/handlers are optional (but helpful) for hunter, jumper and breeding classes.

Example:	<u>Class Name</u>	<u>Place</u>	<u>Horse</u>	<u>Owner</u>	<u>Rider</u>
	Regular Working Hunter	CH	Red Fish	Red Farm	Red Rider
		RES	Blue Fish	Blue Ranch	Blue Rider

Photo Guidelines

Photos must be submitted **by the association only**. After the issue is published, the photos will be returned to the association (not individuals). (Note: Photos are held for a couple weeks following publication so any questions relating to them can be addressed. Photos will be returned to the associations in early April.)

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ALL of the following information MUST be on all photos:

- **Name of the Association**
- **Horse**
- **Rider in the photo**
- **Owner**
- **Photographer's name** (even if not a professional)

Include **all** the information, even for equitation classes. It helps us match the names to see if they won in other organizations. **Double-check all spelling!**

Photos should be **color prints or digital color photos on CD**. Emailed digital photos NOT ACCEPTED.

Include photos for the **champions only**—reserve champion photos are not used.

The **photographer's authorization** for publication must be included with the each photograph or digital image. For some photographers we have their releases on file. However, not all photographers give blanket releases and there are instances where this release is not sufficient. Read this letter for some examples of those situations. Many photographers will not issue releases for prints that have been scanned and submitted digitally. If in doubt, ask your photographer.

We will only accept original photographic prints. We will not accept copies of professional photographers' photos, proofs, scanned copies, photos that are not clear and of poor reproductive quality, or vignette prints and photos. **If there is any question regarding the authenticity of a photo, we will not accept it.**

Digital images must be minimum of 72 dpi and 4" x 6", but larger file sizes are preferred. Images smaller than this will be rejected. Please check with the photographer to see if he or she will issue a release for digital images. Screenshots, video capture, proofs or other low quality images will not be accepted.

If a horse or pony has won multiple championships, only one photo will be used. If a horse or pony won its division with one rider and another rider won an equitation division on that same horse or pony, the photo with the equitation rider on the horse or pony will be the one used.

Photos must be **action shots**. Do not send candid or award photos; they will be rejected. (Hunter Breeding is the exception.)

Photos must be of **high quality** and must be printed on quality photo paper. Personal photos printed on your home printer are not high enough quality and should be professionally printed at high resolution.

Prints must be no smaller than 3½" x 5" and no larger than 8" x 10".

Photos must be from the **2012 show season**. If there is a sticker/stamp or copyright date on your photo that shows a year other than 2012, your photo will be rejected.

If your photo has a sticker on it, put there by the professional photographer who took the photo, that says it must be of a certain size before it can be published, then it must be of that size or be accompanied by a release from the photographer for that *specific* photo. **A blanket release from the photographer does not include these photos.**

Photos that are unauthorized copies of a professional's photo will be rejected. We cannot accept a professional's photo that you have scanned and re-printed. **A release from the photographer does not include these photos.** If there is any question regarding the authenticity of a photo, we will not accept it.

PLEASE NOTE: Winners of USHJA Zone and USEF Horse of the Year Awards should submit their photos directly to us if they wish to have their photos in *The Chronicle's* Horse Show Issue. We will no longer be receiving photos from the national organizations.

All photos **MUST** come together with the results FROM THE ASSOCIATION'S SECRETARY. Photos should **NOT** be sent separately by individuals or by photographers. **The association is responsible for verifying all photos meet required standards before sending.**

If you have any questions regarding these guidelines please contact Sharon Rose at results@chronofhorse.com.

Mailing address for sending results and photos:

US Postal Service
The Chronicle of the Horse
Horse Show Issue
PO Box 46 108
Middleburg, VA 20118

Fedex/UPS/DHL
The Chronicle of the Horse
Horse Show Issue
The Plains Road
Middleburg, VA 20117

The deadline for submitting photos and results is January 14, 2013

The Chronicle of the Horse 2013 Horse Show Issue

Please complete and return with your results and photos.

Association Name: _____

Primary Association Contact:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Contact person for questions regarding this year's results/photos:

Name: _____

eMail: _____

Phone: _____

Address for return of photos:

Name: _____

Address: _____

City/State/Zip _____