

GLOBAL 2010

SUBMISSION GUIDELINES

To participate in GLOBAL 2010, **email your events and photos to us**, following the Event Guidelines and Photo Guidelines in this document.

Email events and photos to **intern@artslb.org** (Molly Gardner, GLOBAL Intern). Email is preferred, but you may mail or drop off a CD, DVD, or USB Flash Drive to (no hard-copy papers, please):

Arts Council for Long Beach
ATTN: GLOBAL
110 Pine Ave, Suite 1100
Long Beach, CA 90802

DEADLINE: Submit events and photos before **August 30, 2010 or sooner**. The sooner you send events and photos, the better we can promote you. We will accept events through October 30, 2010. However, we strongly encourage participants to send event information and photos as soon as possible.

EVENT SUBMISSION GUIDELINES

Events must occur in Long Beach, CA between October 1, 2010 and October 31, 2010. We accept all types of arts & cultural events including: music, theatre, dance, open mic, visual art exhibits, festivals, film, community arts events, culinary arts, literature/writing, etc.

Send the following information about your event:

NOTE: Items with asterisk () are optional*

- 1. Event Title**
- 2. Event Description**
 - a. Note: All descriptions will be shortened to 150 characters or less.
- 3. Event Maximum and Minimum Costs**
 - a. Include ticket price range, member discounts, etc.
- 4. Event Website Address**
 - a. The public will visit this website to learn more about your event.
 - b. *Example Website Address: www.artslb.org*
- 5. Event Ticket Link***
 - a. The public will visit this website to purchase tickets to your event.
 - b. *Example: www.ticketmaster.com*

6. Event Date(s)

7. Event Start Time(s)

8. Event End Time(s)*

9. Event Phone Number

- a. The public will call this phone number for more information about your event

10. Event E-Mail*

- a. The public will send emails to this email address for more information about your event

11. Event Location

- a. The event location is where your event(s) will be held. Please include venue name and address.

12. Your Contact Information

- a. If we have questions about this event or GLOBAL news specifically for this person (not generic email blasts), we will contact this person.
- b. *Please include name, affiliation, phone number and email address.*

PHOTO SUBMISSION GUIDELINES

If you're sending events to us, please send photos too! We post photos of events, venues and organizations that are in the GLOBAL calendar.

We accept photos of the artwork, artist or performance at your event(s), and photos of last year's event (if you are promoting an annual event), or the venue where your event will occur.

Photos may be redistributed in GLOBAL advertisements, GLOBAL website or GLOBAL print collateral. **Before you share photos with us, make sure they are authorized for redistribution.** If you do not want us to redistribute a photo, please do not send it.

Email the following information along with your photos:

NOTE: Items with asterisk () are optional*

1. Summarize What the Photo is Promoting

- a. *Examples: "California Artists Exhibition," "Aquarium of the Pacific main lobby," "Romeo and Juliet," etc.*

2. Photo Credits*

- a. Credits may include name of the photographer or owner

3. Website Address to Link with your Photo*

- a. All photos posted on the GLOBAL home page banner image

rotation can be linked to a website. This means that the public can click on your photo and go to any website that you provide to us.

b. *Example Website Address:* www.artslb.org

Image requirements:

1. FILE FORMAT
 - a. We prefer JPEG and vector formats, but we can accept most digital formats. We cannot accept hard-copy paper images.
2. RESOLUTION
 - a. We prefer high-resolution, large images. 300 dpi preferred, but not required.
 - b. The lowest acceptable resolution is 72 dpi.
3. IMAGE SIZE
 - a. Images of all sizes and shapes are welcomed, but we prefer wide-format photos for the GLOBAL website banner images (banner images rotate on the GLOBAL home page, www.globallb.com).
 - b. GLOBAL website banner images will be cropped to 684 pixels wide x 200 pixels tall.
 - c. Minimum acceptable size is 150 pixels wide x 200 pixels tall.

About GLOBAL

GLOBAL promotes arts and cultural events and local artists in Long Beach every October, as part of National Arts and Humanities Month. Events are collected into an online calendar, which is promoted with event photos in the press, social networking sites, advertisements, community outreach, and print materials. Last year, GLOBAL promoted over 300 events. GLOBAL is a free service provided by the Arts Council for Long Beach; there is no cost or fee to participate.

Questions

If you have questions about this form, please contact the Arts Council for Long Beach's GLOBAL 2010 Summer Intern, Molly Gardner.

Molly Gardner

Email: intern@artslb.org

Direct Phone: (562) 570-3844

Office: (562) 570-1930

www.GlobalLB.com