

The Chronicle of the Horse
2008 Horse Show Issue Guidelines

Overview

Results

- Digital e-mailed results are now **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.
- Actions shots only.
- Original color prints—no copies accepted.
- All required information must be printed on photo (see below).
- No emailed photos.
- Only photos submitted with the mailed results by the association will be accepted.

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 (who to contact if there is a problem with the results).
- Name and address for photos to be returned.

Digital results are now **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**.

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 and not spaces between columns when entering your results. Check your spelling!!!!

Example:

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

Owner and horse are optional (but helpful) for equitation classes. Riders are optional (but helpful) for hunter, jumper and breeding classes.

Photo Guidelines

Photos must be submitted by the association only. After the issue is published, the photos will be returned to the association.

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 me match the names to see if they won in other organizations. And **double-check all spelling!**

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Photos should be **color prints**. The 2008 Horse Show Issue will now be published in color.

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

We do **not** accept digital photos on disk or thru e-mail for the Horse Show Issue. We can only accept prints.

The **photographer's authorization** for publication, if necessary, must be included with the photographs. 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.

We will only accept original photographic prints. We will not accept unauthorized copies of professional photographers' photos made at photo-duplicating machines. We will also not accept proofs, photos that are not clear and of poor reproductive quality, digital images, or vignetted prints and photos. If there is any question regarding the authenticity of a photo, we will not accept it.

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** (walking, trotting, jumping). Do not send candid or award photos; they will be rejected. (Hunter Breeding is the exception.)

Photos must be of **good quality** and must be printed on quality photo paper.

Photos must be no smaller than 3¹/₂" x 5" and no larger than 8" x 10".

Photos must be from the **2007 show season**. If there is a sticker/stamp on your photo that shows a year other than 2007, 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 doesn't include these photos.

Photos that are unauthorized copies of a professional's photo will be rejected. A professional photographer's picture will have a sticker or signature or something similar that identifies it as their photo. We cannot accept a professional's photo that you have scanned and re-printed. A release from the photographer doesn't include these photos.

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 should verify all photos meet required standards before sending.

USEF Zone winners need to send their photos to the USEF. USEF sends photos of Zone winners directly to the *Chronicle*. You will need to contact the USEF for their guidelines and deadlines.

If you have any questions regarding these guidelines please contact Melanie Harrison at results@chronofhorse.com or 540-687-6341 x302.

Mailing address for sending results and photos:

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

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

The deadline for submitting photos and results is January 17, 2008