

# Half-Page Submission Form

Complete this form and return (along with your images and artist statement) by this date: \_\_\_\_\_  
Please refer to the accompanying Half-Page Ad Production Packet folder for questions you may have regarding this form.

## Section 1: Page Heading

Personal Name \_\_\_\_\_

Company/Studio Name \_\_\_\_\_

Pages will be alphabetized in the book by page heading (full-page ads preceding half-page ads).

Use this name as my page heading (select one)  Personal Name  Company/Studio Name

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Tel \_\_\_\_\_ Tel 2 (if applicable) \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web \_\_\_\_\_

## Section 2: Book Section

- |   |  |
|---|--|
| <input type="checkbox"/> Architectural Elements   | <input type="checkbox"/> Liturgical Art  |
| <input type="checkbox"/> Architectural Glass (glass that is built into the structure of a building) | <input type="checkbox"/> Metal Wall Art  |
| <input type="checkbox"/> Architectural Metal  | <input type="checkbox"/> Mixed & Other Media Wall Art  |
| <input type="checkbox"/> Art Prints   | <input type="checkbox"/> Murals, Tiles & Wall Reliefs  |
| <input type="checkbox"/> Art Quilts   | <input type="checkbox"/> New Media (digital, interactive, video, electronic, or robotic art)                               |
| <input type="checkbox"/> Atrium Sculpture (suspended sculpture)                                     | <input type="checkbox"/> Non-Representational Sculpture  |
| <input type="checkbox"/> Fiber Wall Art   | <input type="checkbox"/> Objects (small sculpture derived from functional pieces, e.g., non-functional vessels or teapots) |
| <input type="checkbox"/> Fine Art Photography   | <input type="checkbox"/> Paintings   |
| <input type="checkbox"/> Floor Coverings  | <input type="checkbox"/> Public Art (large-scale art displayed in a public setting)  |
| <input type="checkbox"/> Furniture  | <input type="checkbox"/> Representational Sculpture  |
| <input type="checkbox"/> Glass Wall Art   | <input type="checkbox"/> Tabletop (functional works for dining)  |
| <input type="checkbox"/> Home Accents (functional works for the home, e.g., pillows or mirrors)     | <input type="checkbox"/> Undecided, I need help selecting a section  |
| <input type="checkbox"/> Lighting   |  |

## Section 3: Submitting Images

Quantity

\_\_\_\_\_ 4" x 5" transparencies

\_\_\_\_\_ 2.25" transparencies

\_\_\_\_\_ 35mm slides

\_\_\_\_\_ High-resolution digital images

CD or DVD  Posted to Guild FTP site

Emailed to images@guild.com via YouSendIt.com

\_\_\_\_\_ Color proofs (must accompany each digital image submitted)

If you are unable to submit a color proof(s) with your digital image(s), please sign and date here to indicate that you understand that while we will do our best to ensure pleasing color, we cannot be responsible for the color on your ad without a hard copy color proof for each digital image provided.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Do we have permission to keep your images? (CDs and DVDs will not be returned.)  Yes  No

**GUILD**<sup>®</sup>  
**SOURCEBOOKS**

Email: editor@guild.com Email: design@guild.com Email: images@guild.com

Toll-free: 800-982-1494 Web: www.guild.com/sourcebooks

*Please continue to side 2*

## Section 4: Caption Information

Please carefully label images – and your layout sketch – to correspond with the caption(s) below.

**Image A:** Artwork title/description \_\_\_\_\_ Year Created \_\_\_\_\_  
 Installation Site (place, city, state) \_\_\_\_\_ Media \_\_\_\_\_  
 Dimensions (height first) \_\_\_\_\_ Photographer \_\_\_\_\_

**Image B:** Artwork title/description \_\_\_\_\_ Year Created \_\_\_\_\_  
 Dimensions (height first) \_\_\_\_\_ Photographer \_\_\_\_\_

**Alternate:** Artwork title/description \_\_\_\_\_ Year Created \_\_\_\_\_  
 Installation Site (place, city, state) \_\_\_\_\_ Media \_\_\_\_\_  
 Dimensions (height first) \_\_\_\_\_ Photographer \_\_\_\_\_

**Alternate:** Artwork title/description \_\_\_\_\_ Year Created \_\_\_\_\_  
 Installation Site (place, city, state) \_\_\_\_\_ Media \_\_\_\_\_  
 Dimensions (height first) \_\_\_\_\_ Photographer \_\_\_\_\_

## Section 5: Half-Page Layout Options

Reminder: Your contract fee includes up to two images; additional images may be added for \$150 each. See Section 6 to figure additional charges. Sorry, we cannot accommodate requests for left/right or top/bottom page placement.

Please sketch your page layout here, showing image orientation. Allotted area for images = 4"H x 7"W:

PAGE HEADING  
contact information

caption information

## Section 6: Extra Production Services

Quantity

\_\_\_\_\_ Rule (no charge)  
 \_\_\_\_\_ Silhouette x \$100/image = \$ \_\_\_\_\_  
 \_\_\_\_\_ Photo retouching x \$50/image = \$ \_\_\_\_\_  
 \_\_\_\_\_ Late fee for production materials: \$ \_\_\_\_\_  
     5–30 days late: \$100  
     31–60 days late: \$200  
     61–90 days late: \$300  
     90+ days late: \$400

Charge your extra production services:

- MC     VISA     AmEx     Discover  
 Charge my card already on file with The Guild  
 (please provide last four digits to confirm number)

Card #: \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Check # \_\_\_\_\_ (payable to The Guild)

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## Section 7: Artist Statement

- I have e-mailed a new artist statement no longer than **150 words** to editor@guild.com  
 Please reprint my statement from (list Guild Sourcebook title and edition): \_\_\_\_\_  
 My work has appeared in the following Guild Sourcebooks (circle edition numbers).

Please add this list to my artist statement under the subhead PREVIOUS GUILD SOURCEBOOKS:

The Guild 1, 2, 3, 4, 5

Architect's 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Designer's 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Architectural & Interior Art 16, 17, 18, 19, 20, 21, 22, 23

Residential Art (formerly titled The Artful Home) 1, 2, 3, 4, 5, 6