

Please complete the following form for each event to be considered for *Middle Market Growth* Magazine.  
**Please attach a press release of your event, along with this completed form.**

**TECHNICAL GUIDELINES FOR PHOTO SUBMISSIONS //**

Please send the highest quality/largest size image possible. Largest possible file sizes are always recommended to produce the best results.

- It is recommended that you use a 5 megapixel digital camera or better and use the highest quality setting when you shoot. **If you use a camera phone, please change the camera settings to the highest possible quality setting and export the image off your phone at full size.**
- Please do not distort the image by applying photo filters or effects.
- Do not attempt to increase the size of an existing image using filters or software. This will not improve the quality or make it appropriate for printing.

**TIP:** Not sure how big your photo is? On your PC, right click on the photo icon. Select 'properties' from the menu, and click the 'summary' tab.

**ABOUT YOUR PHOTO //**

**Event title** \_\_\_\_\_ **Event date** \_\_\_\_\_

**Location/venue** \_\_\_\_\_ **Number of attendees** \_\_\_\_\_

**Was there media coverage?** *(if applicable please include a link to the story)*

\_\_\_\_\_

**Featured individuals** *(from left to right, for each photo)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Event highlights/speakers**

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**Event history**

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**Why is this event important to *Middle Market Growth* readers?**

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