“Snapshots” Themes and Photo Submission Guidelines
Each month, we ask you to submit a photo you’ve taken on campus or elsewhere that you feel reflects the following themes. We’ll post a gallery on Inside Einstein to showcase the images submitted. Below the monthly themes, please find and follow our Photo Submission Guidelines.

Themes
June – Pride
July – Vacation
August – New Beginnings
September – Recycle/Repurpose
October – Diversity
November – Gratitude
December – Hope
January – Collaboration
February – Happiness
March – Strength
April – Innovation
May – Celebration

Can’t find a photo that fits the theme, but still think you took one that’s worth sharing? Submit it with “Snapshot – Potpourri” in the subject line; it will be included in a separate section of the gallery.

Photo Submission Guidelines
We’re excited to receive your snapshots and to share them with the rest of the Einstein community. In order to do so, there are some guidelines for submitting that you must follow. Failure to do so could prevent us from being able to post your image. If anything isn’t clear to you, please don’t hesitate to submit questions to Ask Einstein!

- Submitted photos must be taken by a member of the Einstein community.
- When submitting your photo, include your name, department/class year/program designation, and phone number in the body of the e-mail and send ONE (1) image only to karen.gardner@einstein.yu.edu.
- Indicate the THEME of your photo and your last name in the e-mail subject line. (If your photo fits the “Potpourri” category, please note “Potpourri” in place of the month’s theme.)
  - EXAMPLES of Subject Line:
    - (With Monthly Theme) “Pride_Gardner”
    - (General Image/Non-Theme) “Potpourri_Gardner”

- If your photo contains people who are not members of the Einstein community, you must have them complete and sign a photo release form, and attach a scan of the form with your photo.

- If your photo contains individuals who are members of the Einstein community, please first ask them for their permission. While images do not have to be posed, anyone in your photo should be aware that you are taking it and that you intend to submit it to Snapshots. Provide their name(s) so that we can verify that they approve of our posting the image in the photo gallery.

Sample of submission e-mail (excluding photo attachment):

**PLEASE NOTE:** Communications and public affairs reserves the right to exclude photos that are not submitted according to the above guidelines, or for which the photo quality or subject matter may not be appropriate.