



PARISH HALL PHOTO GALLERY PICTURE SUBMISSION FORM

**Thank you for participating in this exciting project.
We are attempting to brighten up our existing
Parish Hall space and to celebrate our COS history.**

There are a few steps to take to make sure that your submission will be properly catalogued, credited and described. First fill out the following information:

Submitter Name: _____

Email: _____

Photo File Name: _____

Very important that all photos have a unique file name so we can identify them properly.
If you are submitting a physical photo or negative to be scanned, please use 1 envelope per form and photo.

Photographer (if known): _____

Date Photo Taken (approximate): _____

Brief Description of Photo:

Location, Event, People in Photo

PLEASE UPLOAD THE HIGHEST RESOLUTION PHOTO POSSIBLE

If you have downloaded the form from the COS website

After completing the form, please use this link: https://drive.google.com/drive/folders/1RWrtcjrF4vfRQLQE6UMC_bfHL45gyeaD
to be taken to the Google Drive and Drag and Drop your photo and the corresponding form
(please make sure the file names match) onto the page. Do that for each submitted picture, please.

If you are using the form in the Narthex

If you have physical pictures or negatives, please use one of the envelopes provided, enclosing both the items and form,
one per envelope, please. Physical media will be returned promptly after scanning.

If you have any problems or questions, please contact Bill Davis at churchoftheservantpictures@gmail.com

**Thanks again for helping with
this exciting new project!**