



## Spotlight Name

First Name ..... Last Name .....

Only use this form if you want Spotlight to upload photos on your behalf. If you upload photos yourself online, it is much quicker and also free of charge. Just log on to our website with you UPDATE PIN number.

Please tick the relevant boxes and provide the photographer's name below.

### • Photo 1

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

### • Photo 2

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

### • Photo 3

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

### • Photo 4

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

### • Photo 5

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

### • Photo 6

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

### • Photo 7

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

### • Photo 8

Photographer's name .....

Submitted by  Hard copy  Disk  Email Cost £5.00  Office use only Rec'd

**Total** ..... x photos @ £5.00 = ..... (please insert total here and on page 1)

**TO PROTECT YOUR FINANCIAL DATA DO NOT EMAIL OR FAX THIS FORM: SEND BY POST.**

## Spotlight Name

First Name..... Last Name.....

**You can enhance your Spotlight web page with a showreel of up to five minutes in length.**

A showreel can be added **now**, or at any time throughout the year.

A showreel costs £31.00 to upload if it is already edited, £46.00 if not (inc VAT)

It can be one continuous clip, or split into several clips totalling five minutes: a great way for you to demonstrate the variety of your work.

Showreel material should be supplied to us on DVD, or on CD-ROM or DVD-ROM containing video clips in MPEG-1, MPEG-2, DV Quicktime or AVI file formats. We do not accept VHS cassettes. Please see our website [www.spotlight.com](http://www.spotlight.com) for full technical specs, and ensure that all material is clearly labelled with your full Spotlight name, address and contact telephone number.

### Please tick the relevant box and provide information below:

How is your Showreel being submitted      disk       e-mail       USB

Is this replacing an existing Showreel?      yes       no

- I am submitting a continuous, ready-edited showreel. **£31.00**
- I am submitting..... showreel clips as per below. They do not need to be edited. **£31.00**
- I am submitting..... showreel clips per below. They need to be edited as marked. **£46.00**

PLEASE WRITE ALL EDITING INSTRUCTIONS IN THE BOX BELOW:

**Eg: Title of clip** (40 characters maximum)    *"Showreel Clip One"*  
**Start time** (min : sec)    *"00:10"*                      **Finish time** (min : sec)    *"00:35"*

**Title of your showreel:** (This will appear written underneath the video player) 50 Character Maximum

.....

This option allows for a limited, simple editing service. We reserve the right to refuse any requests that may be too complex or time consuming. We also offer a comprehensive sit-in showreel service for more complex editing (multiple sources, titles, effects etc.) details of which can be found here: [www.spotlight.com/artists/ShowreelEditing](http://www.spotlight.com/artists/ShowreelEditing)

**Edited showreel @ £31.00      Un-edited showreel @ £46.00**

**Total**                                      £..... (please insert total here and on page 1)

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### Copyright Clearance

Please make sure you have the relevant copyright clearance to use all showreel material.

In submitting material to Spotlight you are guaranteeing that you have obtained the relevant permissions.

For more information please visit the Terms and Conditions section of our website [www.spotlight.com/terms](http://www.spotlight.com/terms)

Spotlight reserves the right to remove any material which it deems to be inappropriate or defamatory.

## Spotlight Name

First Name ..... Last Name .....

You can enhance your Spotlight web page with a voice-clip of up to 2 minutes in length.

A voice-clip can be added now, or at any time throughout the year, and costs £15.50 (inc VAT).

It can be one continuous clip, or split into several clips totalling two minutes: a great way for you to showcase a variety of different work including voice-over, singing, monologue, etc. We advise a maximum of 4 clips.

Your clip(s) should be supplied on a standard audio disk, or as digital audio files in either WAV or MP3 format. MP3 files can also be emailed to [multimedia@spotlight.com](mailto:multimedia@spotlight.com). For technical queries call 020 7440 5028. Please ensure that all material is clearly labelled with your full Spotlight name, address and contact telephone number.

### Please tick the appropriate box and provide relevant information below.

How are your Voice Clips being submitted    disk     e-mail     USB

Is this replacing existing Voice Clips?    yes     no

I am submitting one continuous. It does not need to be edited

I am submitting ..... voice-clips as per below. They do not need to be edited

I am submitting ..... voice-clips as per below. They need to be edited as marked

### Example:

'Good Evening' 0.06'

Good Night' 0.41

#### • Voice clip 1

Title of clip (40 characters maximum).....

Words in (min : sec) ..... Words out (min : sec) .....

#### • Voice clip 2

Title of clip (40 characters maximum).....

Words in (min : sec)..... Words out (min : sec) .....

#### • Voice clip 3

Title of clip (40 characters maximum).....

Words in (min : sec)..... Words out (min : sec).....

#### • Voice clip 4

Title of clip (40 characters maximum).....

Words in (min : sec)..... Words out (min : sec).....

**Total** £15.50 ..... (please insert on page 1)

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