

TANDEM™

stills + motion

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Dear Contributor,

First off, let me welcome you to the community of photographers that are Tandem Stills + Motion. By becoming a part of this gathering, you join the ranks with some of the world's most talented photographers and filmmakers and we are glad to have you as part of the team.

This document will help guide you through the process of submitting your still images and video clips into our archive for consideration. It will not only walk you through the steps necessary to ensure that we view your work at it's best, but also to ensure that when we deliver files to clients, that the work we are submitting is also it's best.

If you have any questions about any step of this process - or ideas on how we can improve - our phones and email lines are always open and we welcome your feedback.

Thanks again for trusting us to represent your work, we realize what a major step this is for you and we look forward to the opportunity.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Ian Shive". The signature is stylized with a large, sweeping initial "I" and a long horizontal stroke at the end.

Ian Shive
CEO
Tandem Stills + Motion

SUBMISSION GUIDELINES

By now you have already registered as a member in the community of visual artists. All of this information you have entered - your name, street address, etc. - are always confidential and never shared with anyone. All information is kept on top-of-the-line secure servers - the best money can buy and that are available today in the United States. It is our pledge to always maintain this level of integrity and keep our servers and information up-to-date.

After registration is complete you will be taken to the Dashboard, which will look like the below:

The screenshot shows a dark-themed dashboard titled "Contributor Dashboard". At the top, there is a navigation bar with tabs for "MESSAGES", "GUIDELINES", "YOUR INFO", "ROYALTIES", "ASSETS", and "SETS". Below the navigation bar, there is a "Show Messages" link. The main content area is divided into two sections: "Submission Guidelines" and "Your Information".

Submission Guidelines
Check out the content requirements PDF [download](#)

Your Information

BIO
Ian Shive is an award-winning conservation photographer, author, educator, film producer and environmental advocate, most recently recognized as the recipient of the Sierra Club's 2011 Ansel Adams Award for Conservation Photography. Shive's images have appeared in publications around the world including National Geographic, Time, Ski, Travel Channel, Gourmet, The New York Times, Los Angeles Times, US News & World Report, Popular Science, Men's Journal, Outside and hundreds of others. Often referred to as the leading chronicler of America's National Parks today, Shive's book The National Parks: Our American Landscape has become a best-selling photography book and has helped shape diplomacy efforts around the world through his Wilderness Diplomacy initiative, currently underway in Afghanistan.

PERSONAL INFO

FIRST NAME	ian	ADDRESS CITY	Los Angeles
LAST NAME	Shive	STATE / PROVINCE	CA
PHONE	310 5975200	COUNTRY	United States
ADDRESS 1	8320 Yuma Place	ZIP / POSTAL CODE	90046
ADDRESS 2			

[update info](#)

[Update Bio or Avatar](#)
[Update Email And Password](#)

OPT-IN
 I opt-in to print sales

Here we have a brief reminder of our basic stills requirements and video requirements, but this guide shall serve as a more detailed list of those requirements and the process and what we look for in your images and film clips.

This screen is essentially your "home" screen. As sales are made by our team, they will also be reported on this screen in the form of a monthly royalty report. This is also where all your accepted assets and rejected assets will be tallied.

TM
TANDEM

stills + motion

Royalties

PENDING
\$60,724.85

SOLD THIS MONTH
\$0.00

YEAR-TO-DATE SOLD
\$233.75

LIFETIME SALES
\$9,186.75

[Past Royalty Reports](#)



LAST SOLD

DATE SOLD
Jan 23, 2013

CATALOGUE #
[55536426](#)

CAPTION

Scenic landscape of the famous rock islands which constitute all of the Republic of Palau. There are hundreds of these such islands, most uninhabited and home to birds and the surrounding, rich coral reef.

Assets

TOTAL UPLOADED
2552

ACCEPTED
2552 [review](#)

REJECTED
0 [review](#)

PENDING
0 [review](#)

TOP IMAGES



34 views

26 views

21 views

ASSETS MISSING CAPTIONS OR KEYWORDS



[Missing caption](#)

[Missing caption](#)

[Missing caption](#)

Asset Sets are what you have uploaded to us. Each time you make a new upload, you can make a new set, to help you organize the files for yourself, or add files to an existing set. Just simply click the appropriate links.

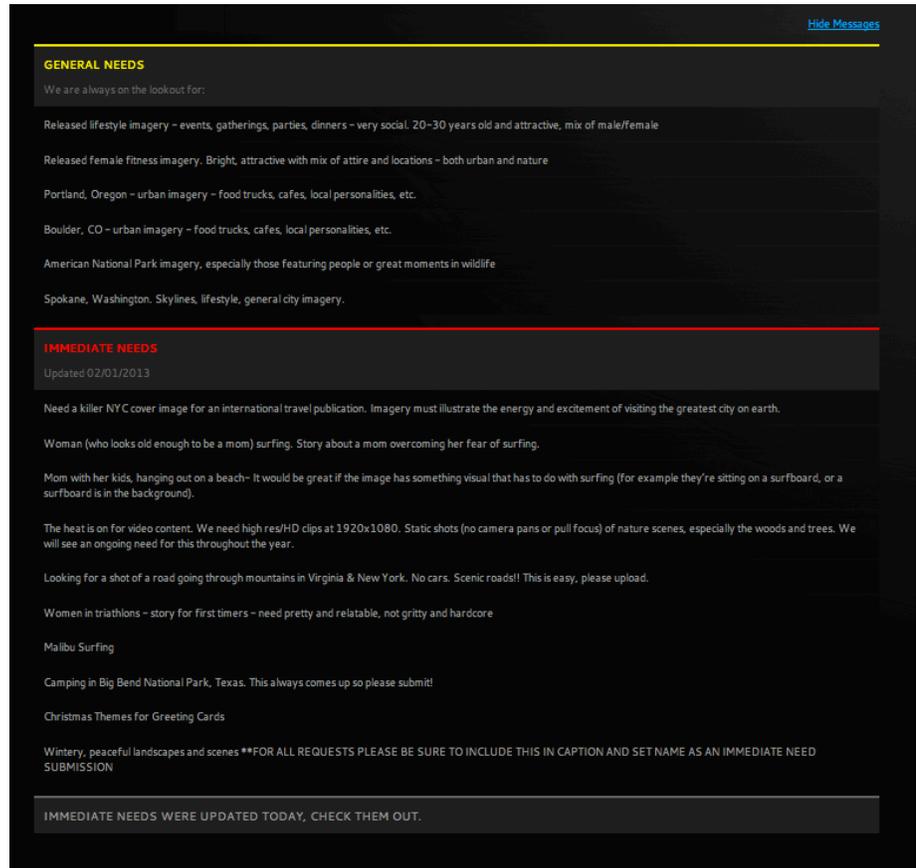
**When you upload a new set you do not need to notify us. It automatically appears as pending curation on our end. This usually takes place in less than 2-weeks but is often within 24-hours.

WHAT KIND OF WORK WE WANT TO SEE

Tandem is open to any imagery and film clips, however we strongly emphasize images in the environment/nature, travel, culture, geography, nature & conservation, outdoor adventure, outdoor lifestyle and outdoor sporting genres.

GENERAL NEEDS & IMMEDIATE NEEDS

At the top of the dashboard is a “messages section.” We update and review these daily. This is critical to pay attention to as we post our most pressing needs for sales. You’d be surprised how often we do not hear from anyone on these so if you are looking to make sales, this is the place to look often.



The screenshot shows a dark-themed dashboard with a 'Hide Messages' link in the top right corner. The 'GENERAL NEEDS' section is highlighted with a yellow header and contains a list of requests: Released lifestyle imagery, Released female fitness imagery, Portland, Oregon, Boulder, CO, American National Park, and Spokane, Washington. The 'IMMEDIATE NEEDS' section is highlighted with a red header and contains several specific requests, including a NYC cover image, a woman surfing, video content, scenic roads, triathlons, Malibu surfing, camping in Big Bend National Park, and Christmas themes. A final grey box at the bottom states 'IMMEDIATE NEEDS WERE UPDATED TODAY, CHECK THEM OUT.'

[Hide Messages](#)

GENERAL NEEDS

We are always on the lookout for:

- Released lifestyle imagery – events, gatherings, parties, dinners – very social. 20–30 years old and attractive, mix of male/female
- Released female fitness imagery, Bright, attractive with mix of attire and locations – both urban and nature
- Portland, Oregon – urban imagery – food trucks, cafes, local personalities, etc.
- Boulder, CO – urban imagery – food trucks, cafes, local personalities, etc.
- American National Park imagery, especially those featuring people or great moments in wildlife
- Spokane, Washington. Skylines, lifestyle, general city imagery.

IMMEDIATE NEEDS

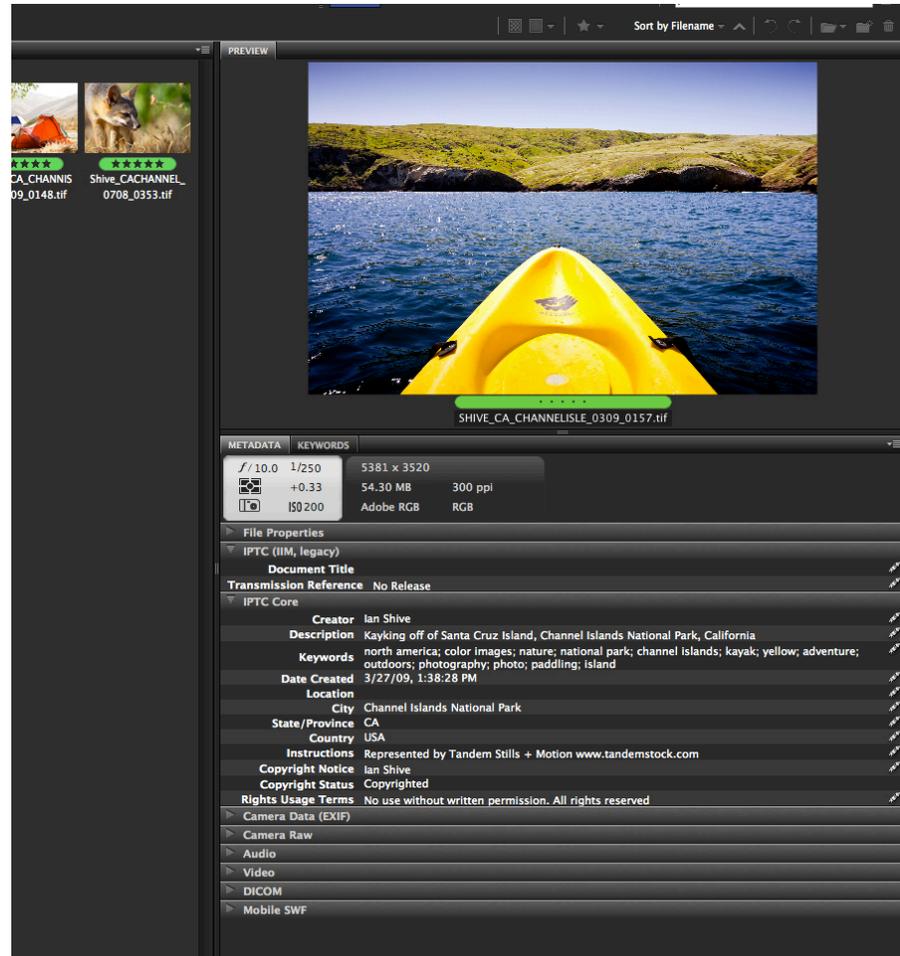
Updated 02/01/2013

- Need a killer NYC cover image for an international travel publication. Imagery must illustrate the energy and excitement of visiting the greatest city on earth.
- Woman (who looks old enough to be a mom) surfing. Story about a mom overcoming her fear of surfing.
- Mom with her kids, hanging out on a beach– It would be great if the image has something visual that has to do with surfing (for example they’re sitting on a surfboard, or a surfboard is in the background).
- The heat is on for video content. We need high res/HD clips at 1920x1080. Static shots (no camera pans or pull focus) of nature scenes, especially the woods and trees. We will see an ongoing need for this throughout the year.
- Looking for a shot of a road going through mountains in Virginia & New York. No cars. Scenic roads!! This is easy, please upload.
- Women in triathlons – story for first timers – need pretty and relatable, not gritty and hardcore
- Malibu Surfing
- Camping in Big Bend National Park, Texas. This always comes up so please submit!
- Christmas Themes for Greeting Cards
- Wintery, peaceful landscapes and scenes **FOR ALL REQUESTS PLEASE BE SURE TO INCLUDE THIS IN CAPTION AND SET NAME AS AN IMMEDIATE NEED SUBMISSION

IMMEDIATE NEEDS WERE UPDATED TODAY, CHECK THEM OUT.

PHOTOGRAPHY SUBMISSIONS

UPLOADING PHOTOGRAPHS TO TANDEM



Uploading a new submission for us to consider is an incredibly easy and streamlined process, thanks to the cutting-edge software that we've employed. Tandem is all about getting your images into the archive quickly and out to the marketplace to make you money. To that end, we ask that you upload images you want us to consider at the following specs:

- All Images must have been shot with a 10-megapixel, digital camera or better.

- Images should look professional and represent the kind of work you want to represent you. Images that are out of focus, lack interesting content or are of low-quality will be rejected.
- We can not give feedback on rejected assets but if you have a concern, feel free to reach out.
- We recommend you create a new set each time you make a new upload to the site rather than uploading your images into the same set every time. This will help keep your archive more organized and manageable.
- You may submit as many images as you want, however we appreciate sets that are edited for extreme redundancy. For instance, if you aren't sure which frame to pick of 4 or 5 images, no problem, upload them all and we'll make the decision for you. However if you send us 30 frames that all look the same, we'll reject the entire set and ask you to resubmit a tighter edit.
- **All images uploaded should be high resolution JPEGs.** This means the files should be at least 50MB when opened in Adobe Photoshop. When the file is NOT open in photoshop, aka it is saved as a high res jpeg, your files will be between 8MB and 20MB depending on the content of the image. In a nutshell if your images are 300ppi and at least 12.5" on the shortest side and saved as high res jpegs, you are good to go. This is important as clients will kick back low res images and a sale may be lost.
- All files should be 300PPI and in the Adobe 1998 RGB color space. While we realize this is more time-consuming for you when uploading, especially since we might not take all of the images, but it allows us to instantly approve any new submissions you make, adding them directly into the archive in a matter of minutes and keeping the process down to one step. This alleviates the old process of going back and forth with low res images and trying to figure out what was accepted and what was rejected. Also, you should be submitting images you are confident are great and should be a part of the archive so hopefully we won't be rejecting many and accepting most.

- Accepted images become instantly active in the archive and therefore instantly available for sale. You do not need to let us know when you do a new upload, we are automatically notified.
- Rejected images are deleted (high res) however we do keep the thumbnail and preview available for you in the dashboard under “rejected assets” so if you need to reference what was submitted in the past and not accepted, there is a record.

CAPTIONS, KEYWORDS & LOGOS (oh my!)

- All images submitted MUST have the following metadata fields filled out (this can be done in the IPTC core in Lightroom or Bridge):
 - Creator/Photographer (your name)
 - Description/Caption (please tell us who, what, where and why what we are seeing, the more info the better we can market the images).
 - Keywords (at least 6 keywords, we’ll enhance the rest for you)
 - City (where image was shot, not where you live)
 - State or Province (where image was shot)
 - Country (where image was shot)

If you fail to complete metadata they will show up under the ASSETS MISSING CAPTIONS OR KEYWORDS section of the photographer dashboard.

That’s it! You can also put any other info you want in the other metadata fields, such as your phone number. It won’t interfere with our software which will pull the information it needs directly from your file. If you don’t see some keywords on the site (we call them tags), don’t worry! They are there and being searched but we sometimes don’t like to show our nemesis all the details of how our advanced search filter works. If you fail to put in any metadata, we’ll simply reject the entire set and the image is as good as useless because no one will know what it is or how to find it.

- You can also add keywords to photos directly on the site, just click the uploaded asset and edit the field you want to work on, including the caption. We also have bulk caption/keyword options in case you want to update those later. The bulk tab is available on the bottom of the screen when you are viewing assets within the set.
- When it comes to logos, don't worry about it! You are welcome to take them out but if we have a client that needs it we can handle that workflow on our end at the time of the sale.

MODEL RELEASES

- A model release can increase the value of a photo ten-fold. We accept images without them but we can only market those in the editorial marketplace which has lower rates than the commercial/ advertising marketplace.
- Model releases are for any depiction of people, including full body shots, portraits, shots of hands, feet, etc. Property releases are helpful for places that are not open to the public or for photos of things such as pets, artwork, etc.
- We recommend you download a model release/property release form from the American Society of Media Photographers, a group which we greatly support and find beneficial to our photography community. Visit ASMP.org for more info.
- **When captioning released images, use the models name as it appears on your release. Other agencies do not want proper nouns, we do. This is how we match the model to the release later for confirmation. If more than one person appears, list all people in the caption.**
- **Our site automatically tags images as "release." In order for this to work, you need to make sure that the word "released" appears in your keywords. This is important otherwise your images will show up as not released and you will need to go back and do it all manually.**

- **Once you upload a set of images, you will see a button on the right that says “ADD RELEASE FORMS” click this and just upload your PDF or JPEG of the release, if you have more than one, do them all. Once you do this, you are all set!**

DIGITAL MANIPULATION

- If you have altered an image digitally then we ask for you to check “yes” under the field for that individual image you’ve altered. You also have an opportunity to write in a few words about what you did to the image. We generally do not consider levels, saturation, contrast and sharpening to be DM unless extreme. We leave it up to you whether or not you go beyond this, however if an editorial client asks for a RAW file as verification of authenticity and it does not match up, we will not only lose the sale but also remove the image from our archive for failure to accurately keep this info up to date. If you have questions about what DM might be, we are always open to discuss this with you so give us a call.

FILM

Most of you have never heard of the stuff but if for some reason you have, and you’ve shot a lot of it we ask that you do the following:

- Check with us first before scanning your old archive of film. If you are shooting new imagery on large format cameras, you do not need to check with us first. Our general rule is that we do not accept images shot on film without prior approval.
- All film needs to be scanned by you at your own cost. We do not accept originals, please do not send them to us as we can not be responsible for these assets should they become lost or otherwise damaged.
- Film should meet the above requirements for submitting digital files to us.

HOW SHOULD I PROCESS MY PHOTOS FOR THE BEST RESULTS?

There are many ways this can be done and it is part art and part science. We highly recommend that you visit photographer Michael Clark's website where he offers a tutorial on light room and workflow for the digital photographer for sale. Michael's workflow is the best in the business and if you use this, we believe you'll be set to make solid submissions. For more information visit

<http://www.michaelclarkphoto.com/#!/BOOKS/>

WHAT ABOUT SUBMITTING VIA FTP OR A HARD DRIVE?

- If you prefer this, that's cool, we have a system for that. We really want you to try our uploader, because it's fast and really easy but if you have thousands of images to submit and don't have the time to do that, just fedex a hard drive to us. Send an email first to info@tandemstock.com to give us a head's up it is coming and what you are sending. Once we receive it, we'll ingest the files into workflow and upload them into your account where they will be visible in the dashboard area. It may take up to 8-weeks for us to go this route, however, so be patient.

If you prefer to just upload direct to an FTP, also contact us at info@tandemstock.com and we'll give you the instructions to do so. This process also does take more time to get your images live and up for sale than our uploader, so please be patient. In most cases we do not permit FTP since our site is just as fast if not faster.

VIDEO SUBMISSIONS

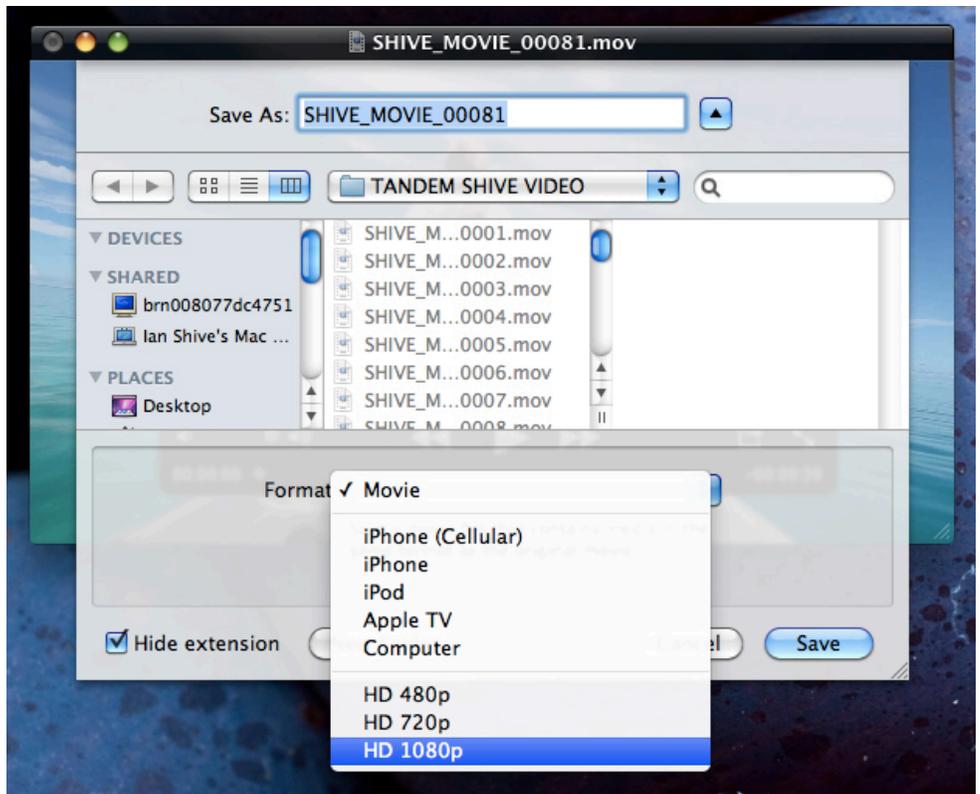
Submitting video clips to Tandem is just as easy as submitting photos and the process is nearly identical, with the exception of the technical specs required. All of the above information regarding releases, etc. all apply to video clips however your keywords and captions must be manually entered for each clip submitted via the Tandem tags and caption fields in the upload dashboard. Thanks to the new bulk actions tab you can do this quickly and easily.

FILE REQUIREMENTS

- We only want HD clips that are 1080p and preferably shot on a Canon 5d2 or 7D or better with professional grade lenses. Cameras with better quality, such as the RED, are also welcome. We will only accept clips that are submitted in the .MOV quicktime movie format in H.264 or Apple ProRes codecs.
- There is no minimum file size or maximum file size, however we do ask that NO clip goes longer than 1-minute in length unless it is a time lapse or absolutely stunning capture.
- Minimum running time should be 5-seconds.
- We do not want sound, though if you have sound captured accidentally, this is not a problem, you can submit it with that and the site will automatically strip this out.
- Clips can be uploaded just like photos in the uploader and will be processed into small preview clips that are watermarked with the Tandem logo for copyright protection. Once all your clips in a set are uploaded, you also have the chance to choose the thumbnail you want to display when search results are returned for clients seeking motion clips.
- Once you are done uploading, you can choose a thumbnail to represent your clips when people search our archive. Just click on the clip and select your thumbnail choice.

We like trimming our clips from the Canon 5D2 using Quicktime Pro. We simply open the clip up in Quicktime, hit APPLE + T to turn on the on-dash trimmer and choose our start and end points and then hit FILE>SAVE AS>HD MOVIE 1080P

See below graphic:



If you have any questions about what formats we want please send us an email to info@tandemstock.com and we'll be sure to respond right away with an answer.

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