To all Organizations of Auburn University:

It is my pleasure to invite you to commemorate your organization’s advancements, activities and students from the 2023 year in the 127th edition of *The Glomerata*.

*The Glomerata* gives organizations such as yours an opportunity to showcase its contributions to the university and preserve its memories for years to come. It is one of the best ways to encapsulate the student experience at Auburn University, and it is my honor to work toward ensuring those experiences are properly shared with the Auburn family.

In order to represent your organization, please submit this contract to the Glomerata office in Melton Student Center Suite 1111K by **Friday, September 22, 2023 at 4:45 PM**. All materials, physical and digital, MUST be submitted before the due date given above.

In addition to space in our publication, *The Glomerata* is happy to offer photo options for your organization. If you are interested in requesting one of our photographers for a group photo or for an event, please select one of our photography packages on your organization’s contract. All photos taken for your organization will be released to you for reproduction in perpetuity.

Please take time to review this contract. My team and I are eager to tell your stories, and we hope you will give us the opportunity to represent your organization in our book.

Thank you,

Morgan Key
Editor-in-Chief
mkk0024@auburn.edu
CONDITIONS

In the next section, you will be prompted to select a package to be featured in the Glomerata. By submitting this contract you agree to submit the following:

I. Copy
   a. Provide a comprehensive write-up for your organization highlighting service and achievements for the 2023 year.
   b. Provide comprehensive and descriptive captions to accompany all photos submitted.

II. Photographs
   a. Provide at least three more photos than the amount of candid, unedited photos allowed in your selected package. Providing extra photos is required to allow more layout options and to ensure consistency in photo quality across the book.
      i. For example, if you selected package A, you must submit at least 6 photos. 3 of these photos will be featured on your organization’s page.
   b. Provide a document which lists names of individuals in each submitted picture.
   c. All provided photos must be of publishable quality, unedited and contain appropriate content. See photo aid for guidance on appropriate content to submit.
      i. Photos must have been taken or contain content relating to the organization in the 2023 calendar year.
   d. All photographs must be submitted electronically via BOX as high-resolution JPEG or PNG files.
   e. By submitting photos, you confirm that you have the explicit right to provide these photos for publication. Any image provided may be published in any portion of the Glomerata and/or on the Glomerata’s various online platforms.
   f. The Glomerata reserves the right to crop and/or edit the size and position of photographs to best fit the layout of the publication. Additionally, the Editor-in-Chief reserves the right to determine the acceptability of all provided content.

III. Compliance
   a. To be represented in The Glomerata, your organization must be active and in good standing with Auburn University at the time of contract submittal.

IV. Contact
   a. All people listed as contacts on this packet will be contacted with any questions or issues throughout the year and are expected to respond within a timely manner to all inquiries. Action will be taken if an appropriate response is not received. Contacts will not be updated without proper notice.

V. Payment
   a. Payment must be received in full prior to the deadline to reserve space in the Glomerata. FOAP or check are the only accepted payment methods.
      i. If paying by check, please make payable to “The Glomerata”
      ii. Checks will not be deposited/FOAPs will not be charged until after October 1, 2023.
   b. Refunds will not be issued under any circumstances.

VI. Deadline
   a. This packet along with digital materials and payment must be submitted in its entirety by Friday, September 22, 2023 at 4:45 PM.
**CONTRACT**

**Organization Name** (as you want it to appear) ____________________________________________________________

President: __________________________  Alternate Contact: __________________________
End of Term: __________________________  End of Term: __________________________
Email: __________________________  Email: __________________________
Phone: __________________________  Phone: __________________________

Advisor: __________________________  Email: __________________________  Phone: __________________________

Preferred primary contact?  □ President  □ Alternate Contact  □ Advisor

Having completed the included packet in its entirety, we hereby apply for representation in the 2023-2024 Glomerata by selecting one of the following:

- □ Package A  Group Photo *(one group photo will be selected)*  $150
- □ Package B  One Page *(up to three photos will be selected; 150-word write-up)*  $350
- □ Package C  Two Pages *(up to five photos will be selected; 250-word write-up)*  $550
- □ Package D  Four Pages *(up to ten photos will be selected; 350-word write-up)*  $750

Additionally, we request the following additions to our above package:

- □ Group Photo  A Glomerata photographer will take a group photo of an organization’s members.  $50
- □ Event Photos  A Glomerata photographer will attend an organization’s event and provide digital photos  $75

- *Digital proofs are available upon explicit request from organization contact. For more information, please contact Morgan Key.*

Payment (select one and provided corresponding information):

- □ Check #
- □ FOAP #

By signing below, we agree to and acknowledge all items and stipulations in this contract and supplemental packet.

President’s Signature  __________________________  Date  __________

Advisor’s Signature  __________________________  Date  __________
CHECKLIST FOR ONLINE SUBMISSION

All digital materials must be submitted along with contract and payment by Friday, September 22, 2023. If your organization does not submit all required materials by the deadline, your organization’s contract will be considered null and void.

Please create a Box folder that contains all requires digital materials and share your folder with the following staff:

Morgan Key, Editor-in-Chief – mkk0024@auburn.edu
Madeleine Greenwood, Managing Editor – msg0037@auburn.edu
Megan Bailey, Organizations Editor – mab0212@auburn.edu

Below is a checklist of all digital materials that may be required:

- **Write-up**
  - □ I have submitted a write-up to be featured on the organization’s page.
    - ▪ Please see attached write-up aid for ideas and guidance.
- **Captions**
  - □ I have submitted comprehensive and descriptive captions to accompany all photos submitted.
    - ▪ Please see attached caption aid for ideas and guidance.
- **Photos**
  - □ I have submitted AT LEAST three more photos than the amount of photos allowed in my selected package.
    - □ Submitted photos are UNEDITED and HIGH QUALITY images.
      - ▪ Please see attached photo aid for ideas and guidance.
  - □ I have submitted a list of people pictured in each photo
    - ▪ Please include the photo file name next to each list of people
    - ▪ List people from left to right, beginning at the top and working toward the bottom of the image
SUBMISSION AID

This sheet provides guidance for content to include in write-up, appropriate photos to submit, and content to include in photo captions.

WRITE-UP AID
The following may be helpful to include in your write-up to provide the reader with a deeper insight into your organization:

- Quotes (1-3 sentences each)
  - From president (include name, title & classification)
  - From an organization executive (include name, title & classification)
  - From an active member (include name & classification)
- A short 1-2 sentence description of how your organization is making an impact at Auburn University and in the surrounding community.
- Accomplishments, events and/or statistics from 2023
- Resources (include URL or @handle)
  - Website
  - Social Media (Instagram, Facebook, etc.)

PHOTO AID
The following are examples of event photos with appropriate and relevant content.

- Inclusive events held by the organization throughout the 2023 year
- Staff retreats
- Organization members interacting with the student body
- Competitions in which organization competed
- Organization performances

All submitted photos must be UNEDITED.

- The Glomerata adds a preset to each photo in the book for consistency.
- Any submitted photos that are edited cannot be used by The Glomerata.

CAPTION AID
All submitted photos must be accompanied by a caption.

- Captions should give the reader an idea of context and what is happening in the photo.
- These should be 1-2 sentences in length.

The following are examples of comprehensive and descriptive captions.

- Members of SGA engage with students on the Haley Concourse, handing out name tags and celebrating the long-held tradition of Hey Day.
- Emmy Beason stands on the concourse for her Miss Homecoming Campaign, “Be the Reason with Beason,” explaining how a disco ball can represent each Auburn student shining a light in their own direction.”

If Package A was selected, a caption with organization members’ names may be written.