

User's guide

How to publish on "potpourri mensile creativo" magazine

• The Pots as you can take part are 5:

- **Creative Pot** (full freedom of expression and photo language no limitations)
- **Déjàvu Pot** (recurrent formal photo compositions and revisited stereotypes)
- **Theme Pot** (monthly the editorial propose the photo theme)
- **Lomo Pot** (Lomography only)
- **Recherche** (Free theme, photographs and text)
- **Potfolio** (photo portfolio and author presentation text)

Note: The photographs proposed will not have to be signed on.
The author will be reported near the photographs by the editor.

The different types of content required for each pot, are well illustrated with words and pictures, on the pages of the on-line browsable magazine.

The four Pots, *Creativo Déjàvu Lomo* and *Theme*, require only one or more photographs. The *Recherche* requires at least 8 shots and a text content. The *Potfolio* requires maximum 12 shots on the same theme, and the author presentation text. In all cases, you need to complete one or more released forms, as follows.

• RELEASES

L1 form must be completed by the photo author, always in any case.

If into the photographs there are portrayed recognizable people, then it is also necessary that each of these people complete the **L2** form released, except in the two following cases: (art. 97 Law 633/41)

- Photographs taken during public festivals events or celebrations, in public places. As like an exhibition, a concert, religious celebrations, sporting events, a strike or a parade, a fashion show, municipal events, and in all public places during a traditional festival.

- Famous people, such as actors singers or political leaders, etc.. Or persons covering public functions, as mayor, alderman, police men in uniform, etc., in a public place.

Only the Reportage Pot, which also contains text requires to complete also the **L3** form released.

• **PROCEDURE**

1 Download the released forms (L1, L2, L3) from the home page or to the link:

[potpourrimensile.com / liberatoria.pdf](http://potpourrimensile.com/liberatoria.pdf)

2 Print it, complete it carefully with a pen in its entirety and sign it.

If without printer, rewrite and complete it with a pen and sign it.

Notes: L1 and L3 form released form only: To complete the field "subject of the e-mail", see point 3 of the specific Pot, in the following paragraph "Sending": The name or nick-name written in this field will be published next to the work.

3 Load the completed released on the pc, by scanner or digital photography

• **SENDING**

Creative Pot

1 Open a new email

2 Complete or paste the following address:

produzione@potpourrimensile.com

3 Write as subject (same as on the released):

"Creative", followed by your name or nickname.

4 Attach the released, previously completed and loaded on the PC (L1 released form always. L2 released form if portrayed people).

5 Attach the proposed, one or more, photographs.

6 Write eventual comments as e-mail text

7 Send it.

Dèjàvu Pot

1 Open a new email.

2 Complete or paste the following address:

produzione@potpourrimensile.com

3 Write as subject (same as on the released):

"Dèjàvu", followed by your name or nickname.

4 Attach the released, previously completed and loaded on the PC (L1 released form always. L2 released form if portrayed people).

5 Attach the proposed, one or more, photographs.

6 Write eventual comments as e-mail text

7 Send it.



Theme Pot

- 1 Open a new email.
- 2 Complete or paste the following address:
produzione@potpourrimensile.com
- 3 Write as subject (same as on the released):
"... ...", followed by your name or nickname.
Note: "... ...", that is the theme which changes every month.
(See browsable on-line magazine to know it).
- 4 Attach the released, previously completed and loaded on the P.C
(L1 released form always. L2 released form if portrayed people).
- 5 Attach the proposed, one or more, photographs.
- 6 Write eventual comments as e-mail text
- 7 Send it.

Lomo Pot

- 1 Open a new email
- 2 Complete or paste the following address:
produzione@potpourrimensile.com
- 3 Write as subject (same as on the released):
"Lomo", followed by your name or nickname.
- 4 Attach the released, previously completed and loaded on the P.C
(L1 released form always. L2 released form if portrayed people).
- 5 Attach the proposed, one or more, photographs.
- 6 Write eventual comments as e-mail text
- 7 Send it.

Recherche

- 1 Open a new email
- 2 Complete or paste the following address:
produzione@potpourrimensile.com
- 3 Write as subject (same as on the released):
"Recherche", followed by your name or nickname.
- 4 Attach the releases, previously completed and loaded on the P.C
(L1 released form always. L2 released form if portrayed people).
- 5 Attach the proposed photographs, at least 8 shots
- 6 Attach the proposed text
- 7 Write eventual comments as e-mail text
- 8 Send it.

Potfolio

- 1 Open a new email
- 2 Complete or paste the following address:
produzione@potpourrimensile.com
- 3 Write as subject (same as on the released):
"Potfolio", followed by your name or nickname.
- 4 Attach the releases, previously completed and loaded on the PC
(L1 released form always. L2 released form if portrayed people).
- 5 Attach the proposed photographs, maximum 10 shots.
- 6 Attach the presentation text
- 7 Write eventual comments as e-mail text
- 8 Send it.

• Forum

It is an additional tool of the magazine . It contains 6 topics of base opened by the editors, as means of dialogue with the public and ~~see~~ to the public. To participate, you need to register and create your own password. The registered user can post in existing topics and also open a topic or more at free theme Those inactive for more than 45 days will be automatically removed.

The moderation of the contents is guaranteed by *potpourri staff*.