

WYOMING PRODUCTS CATALOG GUIDELINES

Catalog Specifications:

Photos: Send up to three photos in one of the following formats. Feel free to send up to five photos; the best three photos will be used.

1. Digital images can be e-mailed to annie.wood@wybusiness.org or sent on a CD to the address below. Make sure images are either **.jpg** or **.tif** files and are at least **300 dpi**. Please do not send images that are copied from your web site. If sending through email, images need to be sent as separate emails, as our email capacity is 2MB per email.
2. Printed photos can be mailed to the Wyoming Business Council to the address below. They will be scanned on a high-resolution scanner.

If you decide to take your own photos, select your most popular product(s) and use a neutral background so it will not distract from your products. Even if you have sent us photos in the past, you must send new photos.

If you are unable to take photos of your products with a digital or 35mm camera, we can take the photos for you. Just send a few of your products to the Wyoming Business Council, and we will take photos with our high-resolution digital camera.

Contact information: Please review your contact information on the enclosed web page print-out and indicate any changes or additions on the Information Change Form.

Product Description: Product descriptions in the catalog must be kept to a maximum of 150 words. Please review the product description from your web page print-out (enclosed) and indicate any changes, again on the Information Change Form.

Category Descriptions: In this catalog, each company will be listed in one of six categories. Select the category that best fits your company; please select **only one** category.

Food Products – Includes beverages; confectionaries and cookies; honey products; produce; meats; mixes; spices; sauces and jellies; snacks and miscellaneous food.

Collectables and Gift Products – Includes cards and paper products; gifts items; do-it-yourself crafts; dolls; figurines; ornaments; and decorations.

Fashion & Personal Care Products – Includes accessories; clothing; jewelry and pins; medicinal and herbal products; and soaps and bath products.

Outdoor Products – Includes hunting and fishing, camping, and other outdoor accessories.

Home Décor Products – Includes home accessories; antler designs; artwork and photography; blankets, quilts and rugs; candles and potpourri; furniture and woodwork; glass; pottery; and ceramics.

Miscellaneous Products – Includes books and videos; technology and manufacturing; design, printing and software; and miscellaneous.

Deadline is November 20, 2009
Annie Wood
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