SQUADRON GRAPHICS ✈

How can I get our print done?

What do we need to get "OUR" Print Done?

The first step is appointing a **Project Officer** to act as our "Point of Contact" (POC) with the unit. Since contact has already been initiated, the chances are good that your POC has already been identified – It is you. The Project Officer needs to provide us with name, unit and home mailing addresses, cell, work and home phone numbers, home/work email addresses and fax numbers where available. This will allow us to get in contact quickly when we need to know something and prevent unnecessary delays. The POC should initiate contact with Squadron Graphics, Inc. by using the contact form located at http://www.squadrongraphics.com/Contact-Us.asp

In addition, the **Project Officer** will be assisting in the gathering of the following information:

PHOTOGRAPHS: Select the aircraft that is to be shown in the lithograph. If it is to be a wing print it should be of an aircraft that will be mutually acceptable by all of the units to be shown, like a Wing Commander's aircraft for multiple squadrons within a wing (Sometimes we refer to that as Mutually Unacceptable). **Follow the instructions for the photographing of the aircraft located at the end of this document.** A general rule of thumb is the better the pictures, the better the print. In Section II of most flight manuals there **are** side profiles giving the location of all antennas, etc. Please provide this also. Please include any drawing from the flight manual that depicts the location of antennas.

HISTORY: Complete the unit history. The unit history text should be 4**50-500 words** for the 17" x 12" standard or limited edition prints. This is usually broken down into two **major sections** or paragraphs.

The first includes the pertinent information about the unit history, approximately 350-400 words. This information will normally be available from your unit historian. Get them to prepare this for you! The second paragraph, approximately 100 words, will contain the technical information about the aircraft - how high, how fast, etc. This information will normally come right out of Page 1, Section 1 of the Dash I (flight manual). We have most all of this information for this paragraph so check with us first and we can probably provide this for your review.

PATCHES: Provide the patches IN DIGITAL FORMAT that are to be shown on the lithograph. Active Duty folks can go to Base Graphics to get their patches in the correct format. Reserves usually have access to someone in the unit that can put them into format or if necessary we can steer you to help. ANG have the most trouble – do the best you can to get the correct format and we can help also. Patches and histories are normally emailed. **NOTE: The format that we request is TIFF or Jpeg files, at 300 dpi, not smaller than 2" x 2".** We try to present the patches flanking the text on the left and right and therefore it gives the best overall appearance if the patches are an even number so that the same number of patches is on each side of the text. If there is a strong need for an odd number of patches to be on a print, we will normally select the most important patch and place it centered and above the aircraft. **Cloth patches or images of cloth patches can not be used, but are requested so that we can match color**, etc.

When your complete package is together, photographs, patches, and history, send it to us along with your deposit and list that are shown included at the end of this document. That is all there is to it. When we receive the package, we will review it for completeness. Once we verify the package is correct and complete, your custom lithographs will be ready for delivery in about 90-120 days depending on our schedule.

PHOTOGRAPHY

1. The quality of the photographs is most important. DO NOT bother with your Public Affairs photographers as it is not necessary to have a professional photographer. In most units, there are one or two individuals that do photography as a hobby or just are good at shooting pictures – as around. Be sure that they understand the layout of the photos that we need as shown in the attached pages. If they have any questions at all, have them personally call us the day before for detailed explanations. We will be happy to help. In all, it should not take more than 30 minutes to accomplish the photographing of the aircraft.

2. Photos need to be shot in good sunlight, usually between 11:00 AM and 1:00 PM so as to have the sun high in the sky and to give the best color balance. Be sure that when you shoot the picture that you are not facing into the sunlight. <u>This is the most common mistake</u> when shooting photos for us. You need to have the sunlight shining directly on to the left side of the aircraft.

3. If more than one unit is to be represented on the print, be sure to select an aircraft that is equally acceptable to each unit. A good choice would be the Wing aircraft. If it is a squadron only print then a good choice normally is the commander's aircraft.

4. Digital photographs are the thing today. Follow the layout for shooting the photographs. If it an aircraft that is already within out series, we probably only need the "detail" shots of this particular aircraft so that the artist can place everything correctly for "your" aircraft.   Start with the overall left-side shot for overall effect and color, then give us the four overlapping quarter shots of the aircraft and finally all of the detail shots that you know the artist will need to make this aircraft print perfect. If you have a weapons load, even if it is on a different aircraft – shoot it. That is what we need.

5. **<u>Remove ground wires, dust plugs, etc. from the aircraft before photographing</u>**. If weapons are to be shown, it is desirable to have the correct weapons mounted in position. If unable, specify in writing the types, numbers and locations of each. Photographs of the actual weapons can be shot <u>from the correct side</u> with the weapons on their transporting carriages. For aircraft where crewmembers wear helmets, crewmembers need to be photographed in position, visors down, mask on, and facing straight forward.

6. Take the pictures of the ONLY left side of the aircraft while you stand parallel to the centerline of the aircraft at all times. Start with an overall shot of the aircraft. Then the four quarter shots – email those to us ASAP and we can tell you what additional areas we might need some extra photos of.

6. (Cont.) Next break it down into quarter shots:

6. (Cont.) Then break each quarter shot down to small overlapping shots to capture the detail. See below for examples that shows the layout of the photographs.
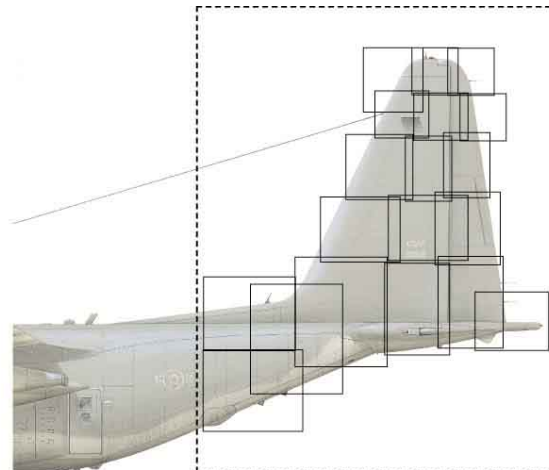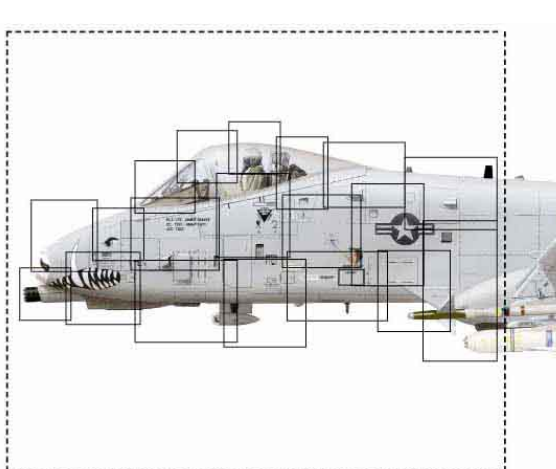
7. Be sure to look over your photos once you have them. TELL US which shots represent the correct color of your aircraft. Make sure that you have all of the detail for the artist to see – if he can not see it – he can not paint it correctly. Place your final pictures on disk – make yourself a MASTER Copy and send us a copy via Priority Mail – **it is cheap and fast**.

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