

# PHOTO ID PRESS CARDS

AVAILABLE FROM OKLAHOMA PRESS ASSOCIATION

The OPA is offering high quality photo ID Press Cards to business member newspapers for **\$5 EACH**. These press cards are perfect for reporters, photographers and any other staff members at your newspaper. The hard, plastic badges – usable for a calendar year – feature your mugshot, along with your newspaper’s name and phone number. A clip at the top of the card makes it easy to attach to a lanyard, clothing or camera bag. The back of the card has the OPA contact information.

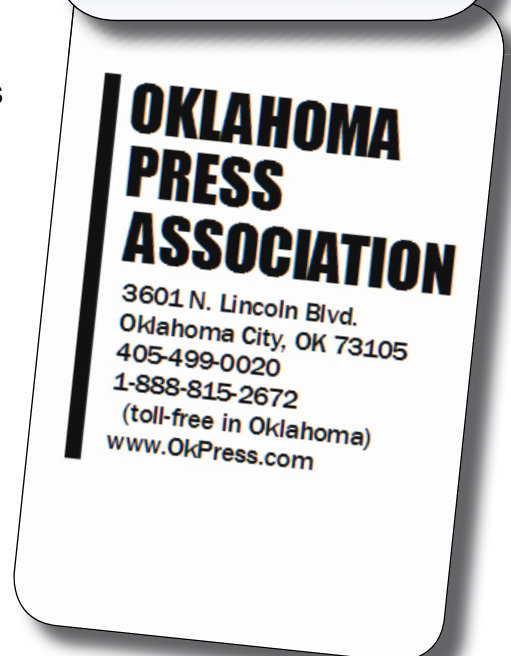
Orders **MUST** come from the publisher, general manager or editor. Sustaining members and associate members are not eligible for the photo ID press cards. Standard cardstock non-photo Press cards are still available for free to OPA members. (See information below.)

To order photo ID press cards for your staff, fill out the form below. Press cards will be processed quickly upon receipt and payment.

See instructions below on how to submit electronic mugshots.

## INSTRUCTIONS FOR ORDERING ID PRESS CARDS

1. Fill out form completely and legibly. Names of newspaper and staff members will be printed exactly as you submit them.
2. Name mugshot files as follows:  
**File Name:** LastName,FirstNamePhoto.jpg (ex: DoeJohnPhoto.jpg).  
**Cropping:** Crop photo tight to show face and neck  
(see Robby Trammell Press Card above as example).  
**File Size:** Submit 300 DPI at least 2 inches X 2 inches.  
**Format:** JPEG, CMYK or RGB
3. Submit mugshot electronically by **emailing to news@okpress.com**.  
(If submitting multiple photos, send in increments of no more than 2MB at a time.)
4. Send completed form to OPA, 3601 N. Lincoln Blvd., Oklahoma City, OK 73105 or fax to (405) 499-0048 or scan & email to news@okpress.com.



## ALSO AVAILABLE

The Oklahoma Press Association still offers free press cards to members. The “Press” card is valid for the calendar year – January through December 2017. Let us know how many of the free press cards you want on this order form or email SWilkerson@okpress.com the amount needed.

# OKLAHOMA PRESS ASSOCIATION PHOTO ID PRESS CARD ORDER FORM

PLEASE FILL OUT FORM COMPLETELY. WRITE LEGIBLY.

NEWSPAPER NAME:

\_\_\_\_\_  
(Newspaper Name will be printed on card exactly as it appears here.  
Please include 'The' if it is part of your newspaper's official name.  
With orders of 10 or more, OPA will design a press card with your newspaper's flag on it.  
Please include flag artwork and write "custom order" on the order form.)

NEWSPAPER'S MAIN PHONE NUMBER:

\_\_\_\_\_  
(This is the number that would be called if someone was trying to verify your credentials.  
Please use your newspaper's main number.)

CONTACT FOR THIS ORDER: \_\_\_\_\_

CONTACT'S EMAIL: \_\_\_\_\_

***The following individuals listed below are authorized to represent this newspaper and to receive a 2017 press card.***

*Publisher's/GM/Editor's Responsibility: OPA encourages all managers to collect the press identification upon an employee's termination.*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Publisher, General Manager or Editor)

\_\_\_\_\_  
(Printed Name)

## NAME(S) ON CARDS

### PAYMENT INFORMATION

Total Number of Cards: \_\_\_\_\_ X **\$5** Each

**TOTAL DUE: \$** \_\_\_\_\_

PAYMENT INFORMATION:

- Check Enclosed       Visa  
 Mastercard             Discover

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
Expiration Date

- I SUBMITTED PHOTOS FOR EACH OF THE NAMES TO NEWS@OKPRESS.COM
- PLEASE SEND ME \_\_\_\_\_ FREE PRESS CARDS

### SEND COMPLETED FORM TO OPA

- a) fax to (405) 499-0048  
b) scan & email to **news@okpress.com**  
c) mail with payment to  
Oklahoma Press Association  
3601 N. Lincoln Blvd.  
Oklahoma City, OK 73105

**QUESTIONS?** Call OPA Membership & Meetings  
Director Christine Frank at (405) 499-0040 or email  
cfrank@okpress.com

OFFICE USE ONLY:

- PHOTO(S)  
 PAYMENT

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
DATE MAILED

Attach additional pages if there is not enough space on this form for all the cards you are ordering.