

# *Songs from The Hill*

COMPILATION CD AND WEBSITE  
CRITERIA AND SUBMISSION FORM

**Submission Deadline: APRIL 15, 2024**

Thank you for submitting to *Songs from The Hill (SFTH)*, an annual compilation album comprising original music by Richmond Hill performers and recording artists. A charity based initiative launched in 2019, the album is a companion to the annual summer music festival hosted by Councillor Karen Cilevitz in Richmond Hill, Ontario.

*SFTH* objectives are to:

- support local charities undertaking important work
- promote members of the local musical community by providing a platform for their music to be heard
- acknowledge the importance of Canada's First Nations, Metis and Inuit Peoples as the original shepherds of the land we all now inhabit and share as per the 'Dish With One Spoon Treaty'

### **About This Form**

A great deal of work goes into the making of your music. The goal of *SFTH* is to present the artists in a professional and creative manner, reflective of their efforts.

To be as inclusive and comprehensive as possible, *SFTH* has set out the following criteria and created this form to guide you through the submission process.

Read all criteria on pages **C1-C4**. Gather all information and media required, then fill out the submission form on pages **F1-F3**, making sure to check (click) the boxes for all included content. The submission form is a fillable PDF, which can be completed on a computer. Save a copy for your records.

All media MUST be sent via [wetransfer.com](https://www.wetransfer.com) to [songs@songsfromthehill.com](mailto:songs@songsfromthehill.com).  
Follow the instructions at the end of this document.

All completed submissions will be reviewed by *SFTH* staff. Ten artists will be chosen for the *Songs from the Hill* compilation CD and have their artist page added to [songsfromthehill.com](https://songsfromthehill.com). Decisions will be based on musical and sonic quality, diversity and originality. Cover songs will not be accepted.

**These criteria are not guidelines.  
All requested information and media must be included.  
Please read everything carefully.**

**If you have further questions about this form, please contact us at  
[songs@songsfromthehill.com](mailto:songs@songsfromthehill.com)**

**Submission Deadline is APRIL 15, 2024**

**No submissions will be accepted after midnight on the deadline date.**

## COMPILATION CD CRITERIA

### AUDIO

- **Professionally Recorded, Professionally Mastered WAV File**

Audio should be recorded at a higher resolution than the final master.

At least **48KHz / 24 bit** is recommended.

Master must be output at **44.1KHz / 16 bit** as per CD standard.

Master must be labeled as follows: **Song Title.WAV**. DO NOT include the artist name in the title.

*If you are unsure about these criteria, consult with your recording, mix and mastering engineer(s).  
Mastering is essential for all commercial releases and professional mastering is always recommended.*

### META DATA

[Track information that will be embedded in the CD master. Make sure to use Title Case.]

- **Song Title**
- **Artist Name**
- **Genre** [A general genre/sub-genre that best describes your music. Do not make up your own genre.]
- **Year Released**
- **Copyright** [eg: © 2020 Copyright Owner (songwriter or publisher)]

## WEBSITE CRITERIA

### BIO

\*200 words **MAXIMUM**

### ONLINE PRESENCE

- **Official Website URL** [If you have one]
- **All Professional Social Media URLs**

[Facebook Page, Instagram, Twitter, Soundcloud, Youtube, etc. NO PERSONAL accounts]

- **Streaming Services/Online Store URLs**

[Spotify, Apple Music, etc. and/or websites that sell your music/merch (ie: Bandcamp)]

## WEBSITE CRITERIA (cont'd)

### PHOTOS

All photos must be of professional quality and be in **JPEG (JPG)** file format.

Photo size is **extremely important!** Below is a brief explanation:

'**ppi**' means '**pixels per inch**' and is the term used for **online media**.

'**dpi**' means '**dots per inch**' and refers to the number of ink dots per inch in **print media**.

The standard for print media photos is **300 dpi**.

Images for online media are fine at **72 ppi**. **HOWEVER**, the number of **PIXELS (px)** is **very important**.

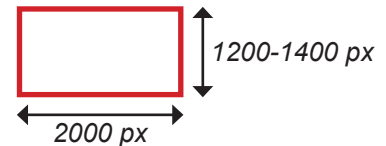
Below are the size requirements for [songsfromthehill.com](http://songsfromthehill.com).

#### 1. MAIN PROMO PHOTO of the artist (JPEG/JPG)

2000 px X no less than 1200 px @ 72 ppi

LANDSCAPE format

LABEL YOUR FILE AS: **artist name\_main promo.jpeg**

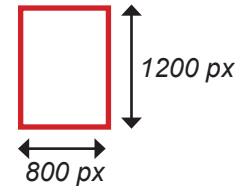


#### 2. SECOND PROMO PHOTO of the artist (JPEG/JPG)

800 px X 1200 px @ 72 ppi

PORTRAIT format

LABEL YOUR FILE AS: **artist name\_2nd promo.jpeg**

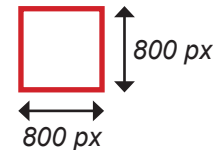


#### 3. ALBUM COVER ART (JPEG/JPG)

800 px X 800 px @ 72 ppi

SQUARE format

LABEL YOUR FILE AS: **artist name\_album art.jpeg**



\* [If you do not have a release, provide a SQUARE format cropped version (800px X 800px) of one of the above promo photos.]

All submitted photos **MUST** adhere to these criteria. **DO NOT send snapshots, Facebook or Instagram pics.** **DO NOT ENLARGE** smaller, low resolution photos. Use a photo editor (eg: Adobe Photoshop, Windows Photos, Mac OS Photos or similar program) to determine the pixel size, and to edit, crop and re-size your images, or consult a professional.

## WEBSITE CRITERIA (cont'd)

### TRACK INFO/CREDITS

*The more people know about your track, the more interested they will be. They may even want to contact the professionals involved in the making of your recording. Each artist page on the SFTH website includes credits for your track.*

- **Song Title**
- **Name(s) of All Songwriters/Composers**
- **© + ® (Year of Copyright and Publishing, Name of Copyright Holder or Publisher), Performance Rights Organization (PRO) if applicable (ie: SOCAN, SESAC, etc)**
- **Name of Producer(s)**
- **Name of Recording Engineer(s) at Name of Studio(s)**
- **Name of Mix Engineer(s) at Name of Studio(s)**
- **Name of Mastering Engineer at Name of Studio**

*\*[Several of these credits may be attributed to one person. If this is the case, fill out the form info as requested and SFTH will edit/combine the final credits accordingly.]*

- **Name(s) of Musician(s) - Instrument(s) Played**

#### **EXAMPLE:**

Lullaby

Written by Laurelle Augustyn

© + ® 2018 Laurelle Augustyn, SOCAN

Produced, Recorded & Mixed by Kevin Ker Co-

Produced by Laurelle Augustyn

Additional Engineering by Dave Featherstone

Recorded at Chalet Studios and The Chandelier Room

Mastered by Peter Letros at Wreckhouse Mastering

Laurelle Augustyn - Leads Vocals, Acoustic Guitars

Derek Christie - Backing Vocals

Steve Frise - Electric Guitar

Rob Greenway - Drums

Jon James - Bass

Howard Stern - Piano, Keyboard, Organ

Michelle White - Backing Vocals

# Songs from The Hill Artist Submission Form

## COMPILATION CD INFORMATION

### APPLICANT INFO

Artist Name  
Contact Name  
Email  
Phone

### AUDIO

Mastered **WAV** file @  
44.1KHz / 16bit

### META DATA

Song Title  
Artist Name  
Genre  
Year Released  
Copyright

### WEBSITE INFORMATION

**BIO** [200 words MAX. Make sure to proof-read.]

## WEBSITE INFORMATION (cont'd)

### ONLINE PRESENCE

Official Website URL (if applicable)

Social Media URLs (one per line)

Streaming Services/Purchase  
URLs (one per line)

### ARTIST PHOTOS

Main Promo Photo

**2000px X *no less than* 1200px @ 72 ppi**



2nd Promo Photo

**800px X 1200px @ 72 ppi**



Album Art

**800px X 800px @ 72 ppi**



**WEBSITE INFORMATION (cont'd)**

**TRACK INFO/CREDITS**

Song Title

Written by

© + (P), Performing Rights  
Organization

Produced by

Recorded by (one per line)

Mixed by

(one per line)

Mastered by

Musicians and Instruments  
(one per line)

**Submission Deadline: APRIL 15, 2024**

\_\_\_\_\_  
Signed (fill in name)

\_\_\_\_\_  
Dated

**\*\* By signing and submitting this form, I give full permission as rights holder of this song and recording for it to be included on the 'Songs From The Hill Vol. 3' charity compilation album, and all media to be included on 'songsfromthehill.com' website.**

(Submission instructions on next page.)



## STEPS FOR SUBMISSION

- Once all fields are filled out, **Save** this form.
- Go to **wetransfer.com**
- Look for the '**Add your files**' form, then drag all submission media and this PDF into the browser window. DO NOT compress (zip) the files.
- Enter *SFTH* email address as the recipient: **songs@songsfromthehill.com**.
- Enter your email address as the sender.
- Click '**Transfer**' and wait until the upload is complete.

Many thanks for your submission. Artists will be contacted following the adjudication process.