

FREELANCE SUBMISSION GUIDELINES

SEND SUBMISSIONS TO: Creative Department
Viabella Holdings, LLC
9 Kendrick Road, Wareham, MA 02571
or email Christine Grubidge at: submissions@viabella.com

Thank you for your interest. We accept submissions for all holidays and occasions including humor. Please be aware it often takes a while to make our selections. Allow at least 3-6 weeks from end of submission period for us to complete our review process. Licensing decisions are made to fill our current creative needs. The schedule is detailed below. We will notify you once decisions are made. We realize you may submit samples to multiple places and licensing will be granted on a first come basis. Please advise if any of your samples are not available for licensing but are just representative of your style.

It is preferable to send jpeg images on CD or via email. Color copies are also acceptable. Please do not send original artwork. Submission should be clearly labeled with artists' name and identifying number or title if available. If you wish samples to be returned, please indicate so and include postage paid packaging. We recommend shipping via traceable carrier.

Verse submissions may be sent via email either as attached document or within the body of the email. It is helpful to indicate the category of submission in subject of email.

SCHEDULE (for both art and verse)

EVERYDAY Occasions: Submissions reviewed year round
(Birthday, Get Well, Sympathy, Wedding, Wedding Shower, Baby Congratulations, Baby Shower, Thank You, Love, Friendship, Thinking of You/Encouragement.)

HUMOR, EVERYDAY Occasions: Submissions reviewed year round
Please submit under separate cover from NON-humor designs.

HUMOR, SEASONAL Occasions: Submissions reviewed as detailed below.
Please submit under separate cover from NON-humor designs.

CHRISTMAS: Submissions reviewed February - April

FALL Holidays/Occasions: Submissions reviewed December - February
(Halloween, Thanksgiving, Boss' Day, Rosh Hashanah, Hanukkah, New Years)

VALENTINE: Submissions reviewed March - May

SPRING Holidays/Occasions: Submissions reviewed June - August
(Easter, Passover, St. Patrick's, Mother's/Father's Day, Graduation, Nurse's Day, Admin. Professional Day, First Communion, Confirmation)