

PC Instructions for Image Uploads

1. Prep Your Files

- Name each image with the:
 - Resort Name
 - Resort ID #
 - A brief description of the image
 - Example: Resort Name #2164 One Bedroom
 - Note: Non-English characters cannot be a part of any file/folder name
- Include labels for each room type at the Resort including: Hotel, Studio, 1 Bedroom, Suite, Presidential, Penthouse
- Let us know if suite rooms need to be grouped together
- A minimum of 10 images is requested

2. Image Specs:

- We are only able to accept digital images
- Images should be shot at maximum camera size
- Process and deliver images as 300 dpi RGB JPG
- Minimum 9" x 6.75" landscape at 300 dpi
- We are unable to accept images less than 1990 px wide
- Zip or compress the images/folder using the instructions below

3. How to Zip/Compress a Folder

4. Place all images and files in one folder
5. Name the folder with the: Resort Name and Resorts ID #
6. Right-click on the folder – then click 'Compress'
7. Select 'Send To'
8. Select 'Compressed (zipped) Folder'
9. If successful, you will see a **'.zip'** at the end of your folder name

10. How to Upload a Zipped/Compressed Folder

- Go to www.OurPartnerPortal.com
- Click on: Upload Image & Transfer Chicklet (*shown right*)
- This will open the **RCI Digital Asset In-Take Form**
- The **RCI Digital Asset In-Take Form** must be filled out entirely or your folder will not upload correctly
- To Upload your folder or file: simply 'Drag and Drop' from your desktop to the RCI Upload File



Image Upload & Transfer

11. Additional Resort Photography/Video Guidelines

5.1 Primary

- Exterior Heroes: Front facade and/or building from pool deck
- Interior Living Room/Kitchen/Dining Room
- Interior Master Bedroom
- Interior Guest Bedroom(s)
- Interior Master Bath

5.2 Secondary

- Interior Lobby
- Suite Balcony
- Interior Pool
- Exterior Amenity (playground, picnic area)
- Secondary Bath
- Interior Fitness Center
- Interior Amenity (game room, common room, etc.)
- Interior Resort Details (architectural details, fixtures, materials, still life)
- Exterior Resort Details (architectural details, flora/fauna around the resort)

5.3 Video Specific Guidelines

- Video is recommended to be shot in 4k at 23.98 fsp
- All footage shot should be delivered in it's final edited version
- Video files should be: ProRes .mov or .MP4 at minimum bitrate of 16 Mbps
- Be mindful of people in Resort shoots: If someone is contracted to model or appear in a shot, a Release Form (found [HERE](#)) must be signed.
- If a Release Form is not provided we are unable to use any images that includes a model/person