

Requirements for submitting files to Columbia Record Pool for *Promotional Purposes.

Images

Images must be emailed to crpoolmusic@gmail.com or delivered to Columbia Record Pool by USPS, FedEx, or UPS (PMB193/ 736-D St. Andrews Rd., Columbia, SC 29210) saved on a compact disc. Acceptable file formats include jpg, jpeg, bmp, png, gif, psd, and pdf. Submission of Electrical press kits (EPK) or online resources are acceptable. For online resources, detailed instructions must be provided.

Text

Biographies and Text must be emailed to crpoolmusic@gmail.com or delivered to Columbia Record Pool by USPS, FedEx, or UPS (PMB193/ 736-D St. Andrews Rd., Columbia, SC 29210) saved on a compact disc. Text should be submitted as a Microsoft Word document. If submitting Electrical press kits (EPK), please ensure that all text is submitted in Microsoft Word (.doc or .docx). Online resources are acceptable. All text will be copied as is and used to create the marketing material.

Music

Music must be submitted as an .mp3 file. No exceptions! Submissions of music files must be emailed to crpoolmusic@gmail.com or delivered to Columbia Record Pool by USPS, FedEx, or UPS (PMB193/ 736-D St. Andrews Rd., Columbia, SC 29210) saved on a compact disc. When saving music files, please include the song title in the file name. **Example: *Motivation-Clean.mp3***. Please include all versions (Clean, Dirty, Instrumental, acapella).

Fee

Contact Paul Davis for rates before sending any files to Columbia Record Pool.

****Promotional purposes is defined by any service offered to a client with the intent of promoting said clients goods or service. Services include, but not limited to Email Blasts, Banner Ads, Dj Distribution, New Releases, and Conference Performances. Columbia Record Pool reserves the right to use any and all items submitted to promote Columbia Record Pool.***