

General instructions:

Participants should

- Go out into public spaces and find the items listed in the sub-categories
- Always take images in-situ where the item is located
- Seek diversity and variety in their images
- Follow capture protocol (next slide)

Participants should not

- Use personal computer devices to find assets and photograph them on the screen (except where explicitly allowed on the sub-category instructions)
- Use personal computer devices to find assets, print them out and photograph them
- Collect any assets from the internet
- Collect items and capture them all in a single environment
- Capture assets that are very similar multiple times e.g:
 - Each storefront along a single road
 - Standardized business cards in a hotel lobby, where only contact details are changing
 - Products along a single isle in a supermarket
- Images that are too similar will be rejected

Capture protocol

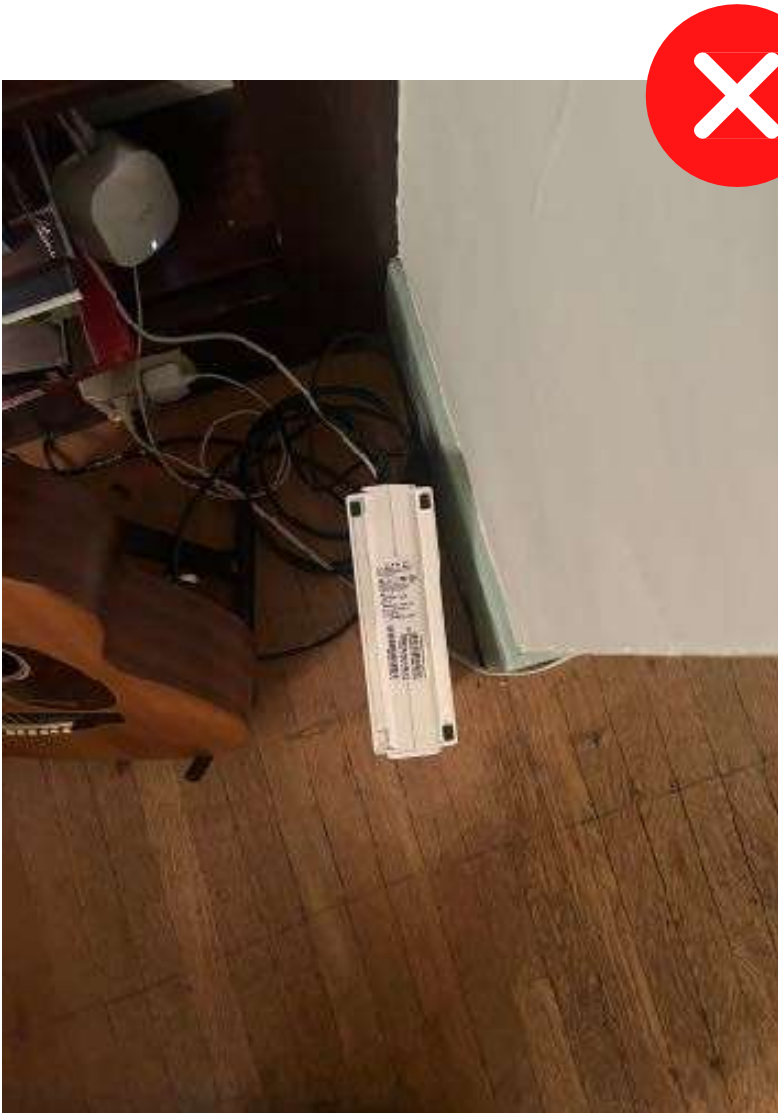
- Text object should be prominent in the image
- Entire *relevant* text source should be captured (e.g., don't capture only half of a business card)
- Object should cover >20% of frame
- Camera angle should be within +/- 45 degrees angle with text
- Participant should take the image casually, no need to carefully frame, or ensure camera is level
- Text content should be in focus
- Avoid unnecessary PII, such as by-standers, personal photographs etc.
- Take at least 3 images of each object at different angles, distance and if possible different lighting
- Participant should tag the image from the appropriate sub-category
- A capture of 3 images of a single object counts as 1 asset



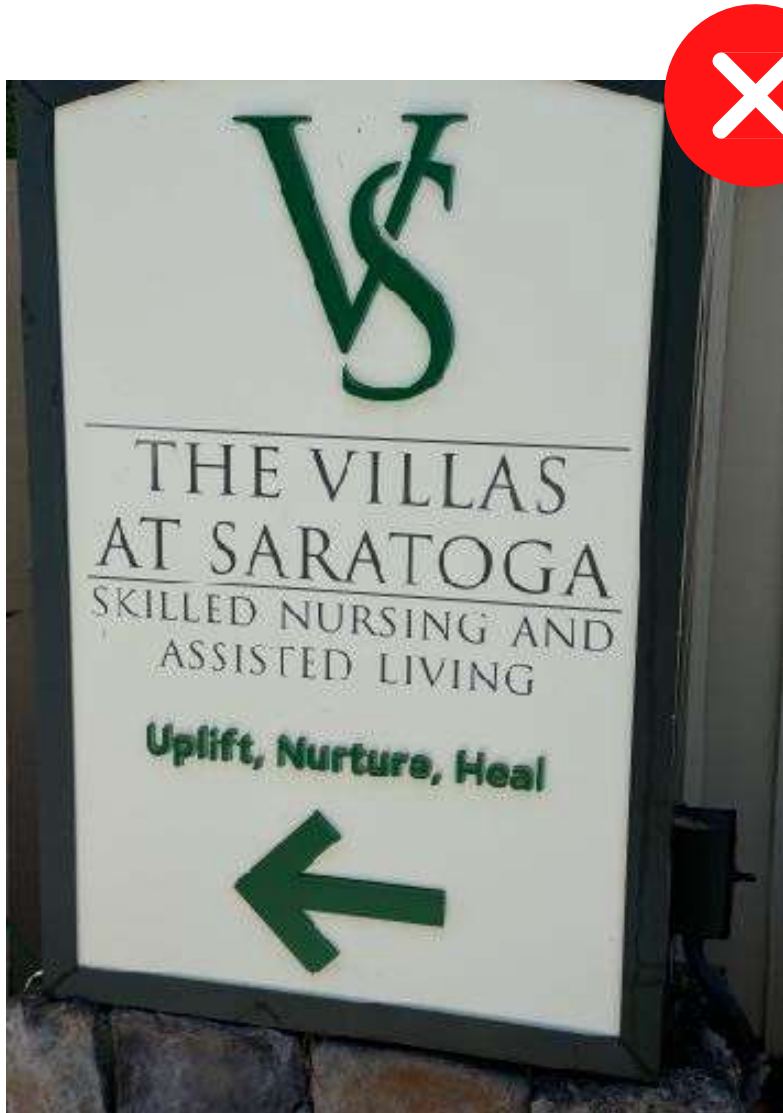
Bad image examples



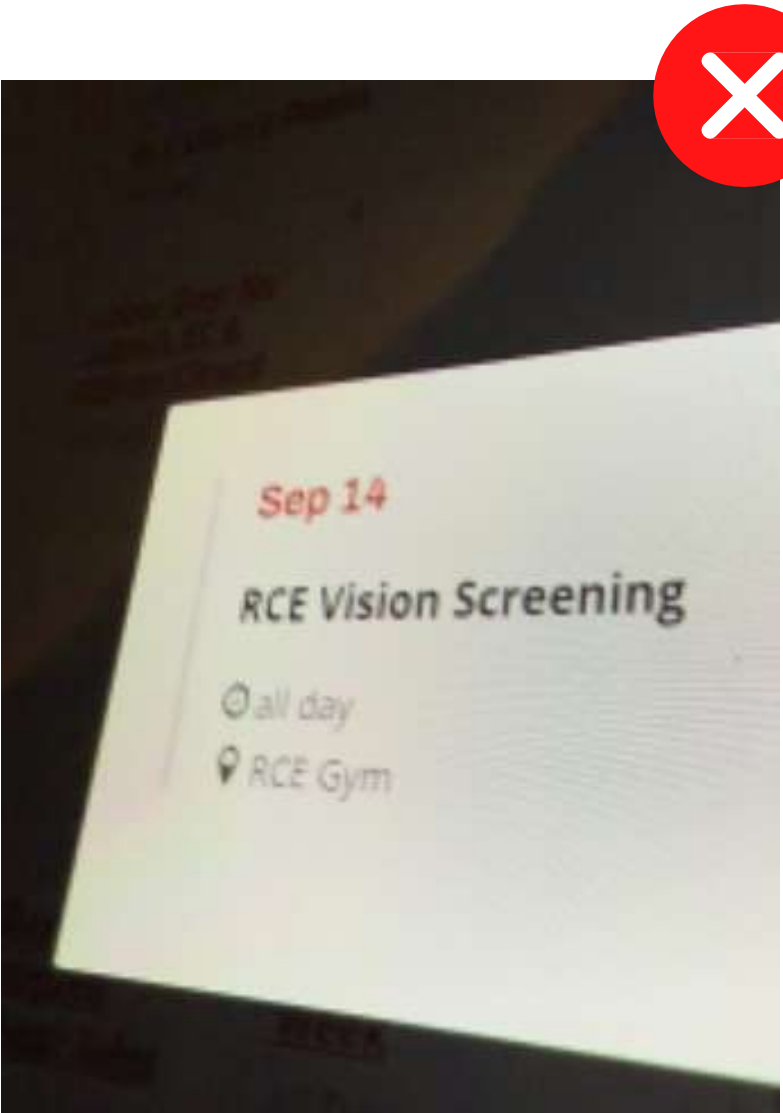
Reason: Blurry



Reason: Text too small

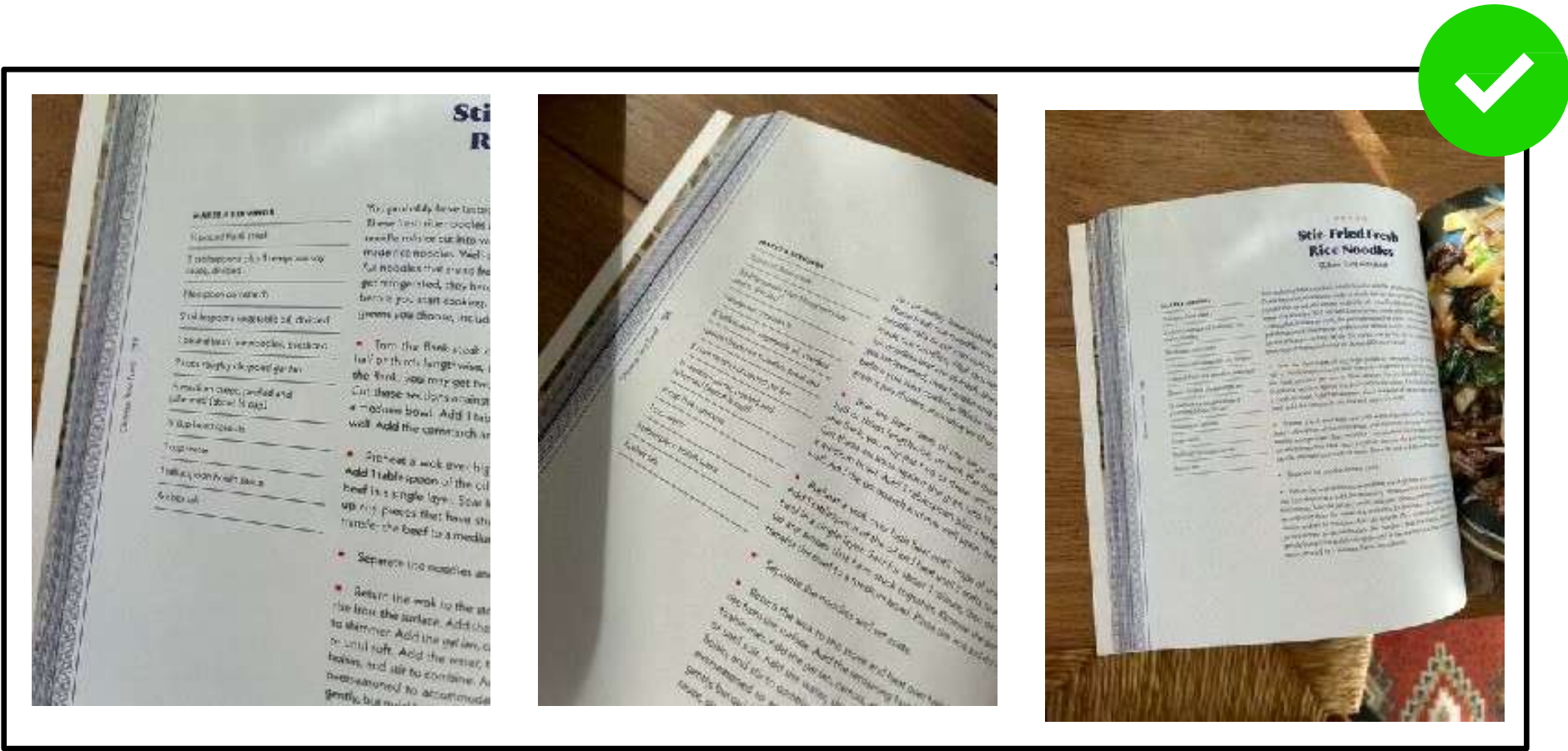


Reason: Irrelevant

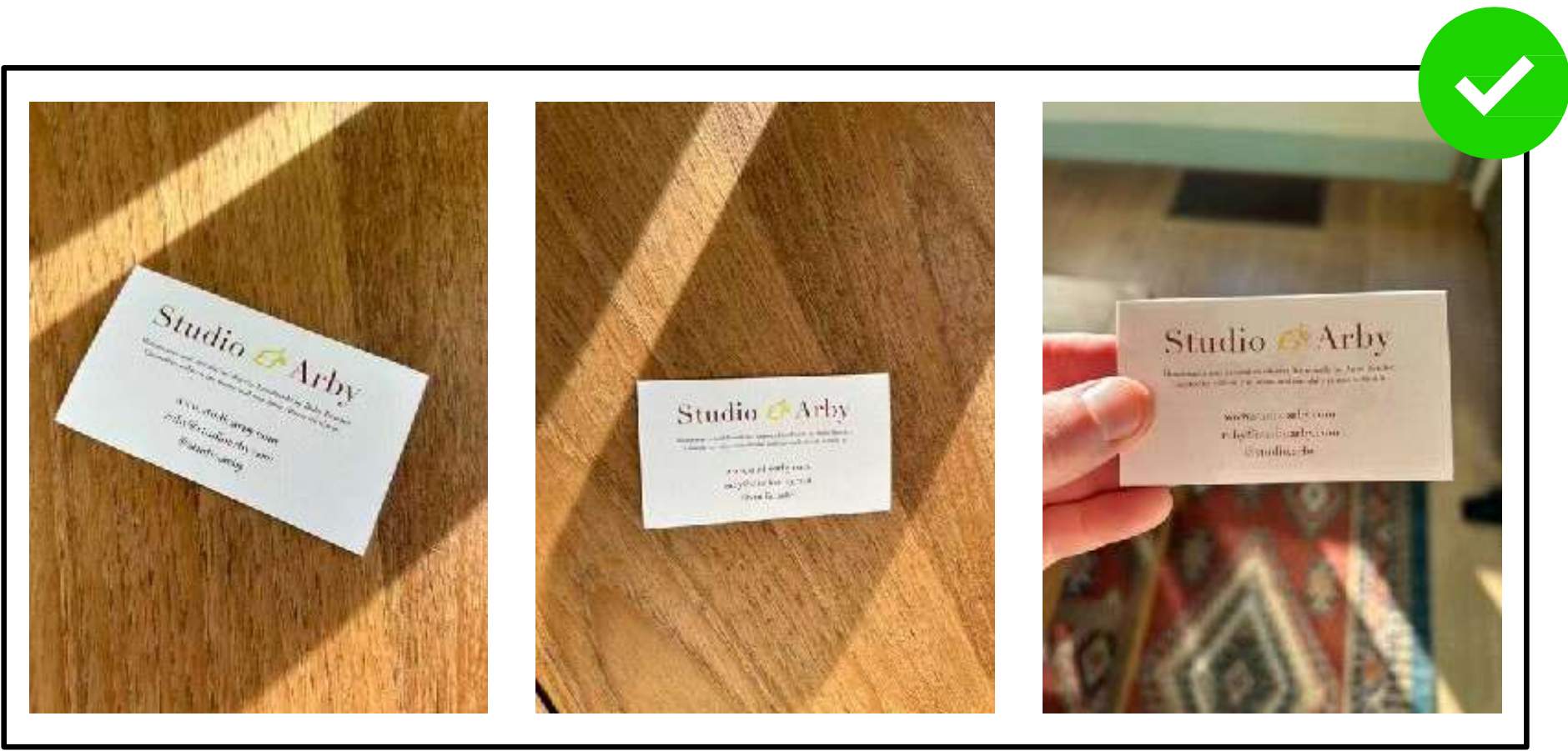


Reason: Image of a screen

Multiple images per asset



Reason: Too similar



Sub-categories

Note: Examples may have been cropped. Please only provide original un-cropped images.

Contact: Business card

- Single image of a business card
- Business card should have contact details on it which include a name and additionally at least one of:
 - Phone number
 - Email
 - Website
 - Social media
 - Address
- Expected capture setups:
 - In-hand
 - On table
 - On notice board

Examples



Contact: Multiple business cards

- Same specification as single business card except multiple business cards in a single image
- All cards should be clearly visible
- Minimum: 2 cards in a single image
- Maximum: 4 cards in a single image

Examples



Contact: Advertisement

- Advertisement media (flyer, poster, sticker etc.) with contact details
- Advertisement can be any form of advertisement (e.g., service, product etc.)
- Must contain contact name / company name and at least one of the following; phone, email, social media, website, address
- Include all available points of contact in the image

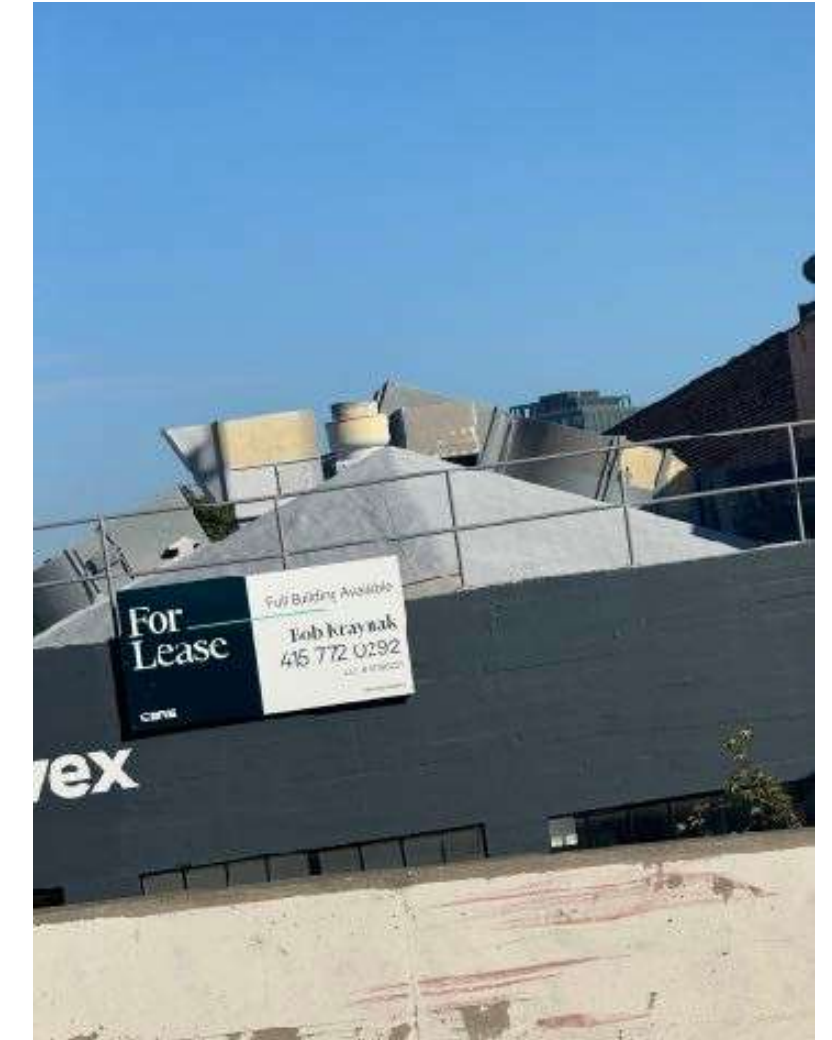
Examples



Contact: Public business details

- Contact details for a business
- Must contain company name and at least one of the following points of contact; phone, email, social media, website, address
- Include all available points of contact in the image
- Type of the media is irrelevant (can be advertisement, sticker, door signage etc.)

Examples



Schedule/Timetables: Bus timetables

Examples

- . Public bus schedule board at a station or bus stop
- . Printed bus timetable leaflet
- . Digital timetable displayed at bus stations

Requirements

- . Timetable must clearly show bus numbers and timings (arrival/departure).
- . Must be captured in-situ (no screenshots, no internet downloads).
- . Both bus route information and time details should be visible.
- . Ensure that the text is readable and not too small.

Right Example (✓):

- . A photo of a bus stop board showing different bus numbers and their respective timings.
- . A printed timetable leaflet with bus routes and times fully visible.

Wrong Example (X):

- . Screenshot from a transport website.
- . Photo of a timetable where text is blurry or cut off.
- . Image showing only bus numbers but no timings.

Schedule/Timetables: Store opening hours

Examples

- . Storefront signage with opening/closing times
- . Printed poster with business hours displayed
- . Restaurant, retail, or service provider shop timings

Requirements

- . Must include at least one full day's opening and closing time.
- . Capture the text so that both store name (or type of store) and timings are visible.
- . Signage should be photographed directly at the store location.

Right Example (✓):

- . A shop entrance glass door showing “Mon-Sat: 10:00 AM - 9:00 PM.”
- . A restaurant signboard with weekly operating hours clearly listed.

Wrong Example (X):

- . Screenshot of hours from Google Maps.
- . Blurry photo where timings cannot be read.
- . Partial signage showing only “Open” but no specific hours.

Schedule: Other schedule

- Any other schedule/timetable with dates
- Items do not necessarily need to be related, but should always be from the same media
- Both names and dates should be clearly visible

Examples



Receipts: Food/dining

- Receipt from a food / dining experience (e.g., restaurant, cafe, bar etc.)
- Must contain entire receipt
- Card receipts can also be included next to the original receipt
- Can be taken in-hand or on-table
- Customer personal details can be masked out with PII

Examples



Receipts: Store/Grocery

- Receipt from a general store (e.g., grocery, clothes, record store, etc.).
- Must contain entire receipt
- Card receipts can also be included next to the original receipt
- Can be taken in-hand or on-table

Examples



Receipts: Hotel

- Receipt from a hotel stay
- Must contain entire receipt/invoice
- Card receipts can also be included next to the original receipt
- Can be taken in-hand or on-table
- Can be digital if receipt is emailed to customer

Examples





**HYATT
CENTRIC**

Hyatt Centric Santa Clara
 3100 Lakeside Dr
 Santa Clara, CA 95054
 Tel: 408-749-8800
 Fax: 408-510-6449
www.hyattcentricsantacruz.com

COPY OF INVOICE

David N Griffiths

Confirmation No. **5886824501**

Group Name

Booking No. **DUN4YS**

Room No. **0600**

Arrival **08-29-24**

Departure **09-30-24**

Folio Window **I**

Folio No. **52268**

Date	Description	Charges	Credits
08-29-24	- Bistro Bar Dinner Food	Room# 0500 : CHECK# 0023454	41.02
08-29-24	Accommodation		151.20
08-29-24	Transient Occupancy Tax		18.90
08-29-24	Community Facilities District Tax		3.02
08-29-24	TID Tax		3.02
08-29-24	CA Tourism Assessment		0.29
08-30-24	Master Card	XXXXXXXXXXXX8275 XX/XX	217.45
Total			217.45
Balance			0.00

Guest Signature _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or card number fails to pay for any and all material aspects of these charges.

World of Hyatt Summary

No Membership to be credited

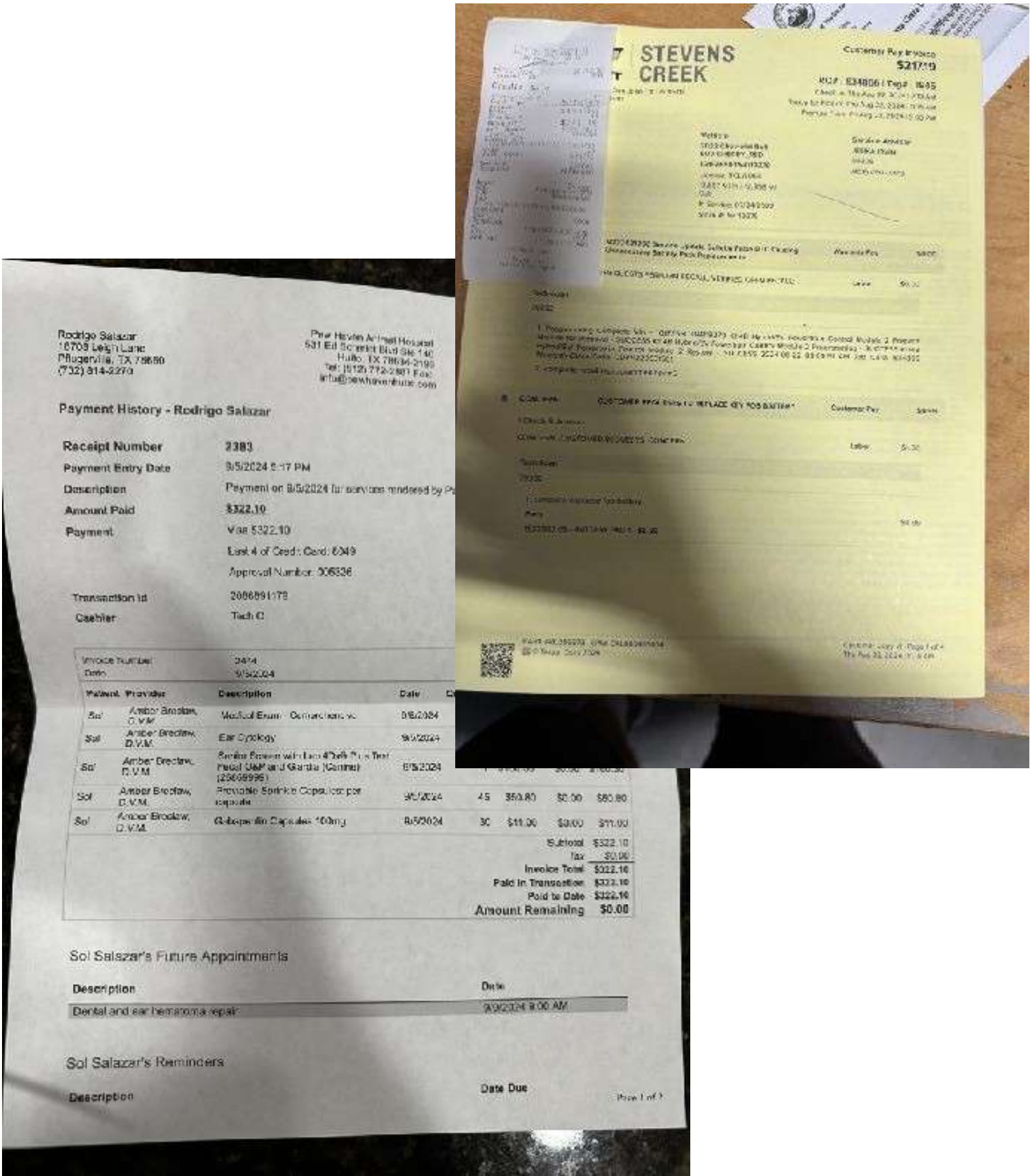
Join World of Hyatt today and start earning points for stays, dining and more. Visit www.worldofhyatt.com

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Receipts: Invoice

- Any other invoice for services which contain financial quantities
- All financial quantities (total, tax, items etc.) should be visible
- Must contain entire receipt/invoice
- Can be taken in-hand or on-table
- Can be digital if receipt is emailed to customer
- Customer details and other customer PII can be masked

Examples



Event: Multi event poster

- An event poster which depicts multiple events with multiple start dates / times
- Events can have time, or be all-day events
- Events must be on the same poster (i.e., two single event posters in a single image is not acceptable)
- The full poster should be visible where possible
- If not possible to capture the full poster, all dates and event information must be visible
- Do **not** include recurring events

Examples



Schedule: School Schedule

- Image with a schedule depicting school events
- Can be weekly, monthly or yearly
- Must have events in it (i.e., not an empty school planner)
- Can be digital if a genuine school schedule is shared via email (e.g., pdf)

Examples

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00
9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00
10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00
12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00
1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00
2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00
3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00
4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00
5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00	8:00-9:00
9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00
10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00
12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00	12:00-1:00
1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00	1:00-2:00
2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00	2:00-3:00
3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00
4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00
5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00

CARLMONT HIGH SCHOOL '24-'25 BELL SCHEDULE



Monday, Tuesday, Friday	Wednesday FLEX	Thursday FLEX	Minimum Day Schedule
1 Pd 8:30 - 9:20	Staff Meeting (no students) 8:30-9:00	1 Pd 8:30 - 9:55	1 Pd 8:30 - 9:00
2 Pd 9:27 - 10:17	Staff Flex (no students) 9:00-9:30	2 Pd 9:07 - 9:37	2 Pd 9:07 - 9:37
3 Pd 10:24 - 11:14	3 Pd 10:02 - 11:27	3 Pd 10:02 - 11:27	3 Pd 9:44 - 10:14
4 Pd 11:21 - 12:14	Flex 11:34 - 12:04	Flex 11:34 - 12:04	4 Pd 10:21 - 10:51
Lunch 12:14 - 1:01	Lunch 12:04 - 12:48	Lunch 12:04 - 12:48	Break 10:51 - 11:06
5 Pd 1:01 - 1:51	4 Pd 12:48 - 2:13	5 Pd 12:48 - 2:13	5 Pd 11:06 - 11:36
6 Pd 1:58 - 2:48	6 Pd 2:20 - 3:45	7 Pd 2:20 - 3:45	6 Pd 11:43 - 12:13
7 Pd 2:55 - 3:45			7 Pd 12:20 - 12:50

Finals & Review Week		
Review Week Final Exams	Semester 1	Semester 2
	December 9 - 13	May 27 - May 30
	December 18 - 20	June 2 - 5

Minimum Days
Friday, Sept. 6
Wednesday, Sept. 11
Tuesday, Oct. 29
Tuesday, Jan. 28
Wednesday, Feb. 7
Thursday, Apr. 25

Event: Calendar

- Either month or year view
- Must have some event information filled out (e.g., not a new empty calendar)
- Should contain the whole page in the image

Examples

