

HEADSHOT GUIDELINES

File Size & Type

Headshots are used for various reasons leading up to our events, such as:

- Event website
- Email marketing
- Social media
- Other various materials

To ensure we have the proper file for flexible use, we require that the **file size is 1200 pixels wide** (our minimum acceptable size is 850 pixels wide).

To check your image dimensions:

Mac

- Right-click on image and select "Get Info"
- Dimensions will appear in the "More Info" section

PC

- Open File Explorer and select image to open
- Right-click on "File Info" and find dimensions

File type should be submitted in one of the following formats only: .jpg, .tiff or .psd







Layout

Your headshot should be clear, professional and focused. It should leave room above your head and captured through mid-torso for proper use and flexibility for all various instances.

Helpful Tips

You are the focus and we want you to shine! For a successful headshot, please consider some of the following tips:

- Use a simple, neutral background
- Wear clothing that is classic, bold or dark in color and avoid busy prints or graphics.
- Ensure there are no people or other recognizable objects that will distract from the sole focus – which is you!
- Image should be straight on, not tilted. Please avoid any side shots.
- Position the main lighting source in front of you to avoid any harsh lines or shadows across your face.

Acceptable	Not Acceptable
	 <ul style="list-style-type: none"> • Low resolution
	 <ul style="list-style-type: none"> • Image is zoomed in • Not enough space between head and top of image • Image is tilted
	 <ul style="list-style-type: none"> • Harsh lighting • Busy background • Focal point is not centered