



# PHOTO REQUIREMENTS

## HEADSHOT CD SHOULD CONTAIN:

1. 8X10 Black & White Headshot-(Digital on CD)
  2. 8x10 Color Headshot-(Digital on CD)
- All digital photos must be high resolution of at least 300 dpi.
  - Please use the same pose for all photos.

Please save all digital files on a CD. In order to ensure that your images are publication-quality, we strongly encourage you to set your digital camera to the highest resolution possible. Photos should be submitted in TIFF or JPEG format. **Hard copies of photos to be scanned in will not be accepted.**

## HEADSHOT PHOTO RECOMMENDATIONS:

- Headshot submitted must be in print ready format.
- Please use a plain background.
- Try to keep the style and makeup simple, clean and attractive. Keep the hair off the face so it does not hide it or cast shadows on the face.
- Never cover the face with hair, hands, jewelry or clothing. Simple garments with clean lines photograph best.
- Please make sure there is space around the face and hair. Do not submit photos that are zoomed in on the face.

- Contemporary Photos are encouraged.
- *No crown shots will be accepted.*

### **LABEL INSTRUCTIONS FOR DISC:**

Label your envelope and CD with the information listed below. Follow the example and DO NOT change the format. The information must be typed . No handwritten labels will be accepted. Use a 12 point font, black print for your labels. **Do not add crowns, clip art, etc. to the labels.** Example below:

Name: Nancy Smith

Title: Miss Apple Pie

Contestant #: \_\_\_\_\_ (leave blank for your contestant number to be written in)

### **PREPARING THE PHOTO PAGES FOR JUDGE'S BOOK:**

Open a new document in a program on your computer that will allow text as well as photographs.

Set the top margin to 1 inch.

Center the following information: Using Times New Roman font, 12 pt. Type your name on the first line and your title on the second line.

Insert a picture (5x7) black and white with no crown, into the center of the page.

The heading (name, title) should be at the top of the page with your picture being centered on the page.

Make 8 copies of this completed document for the judge's book.

**PHOTOS & CD DUE AT STATE MEETING!**