

ESS Digital Photo Guidelines & Tips:

In addition to a **high-resolution student portrait**, please submit **at least 20-25 digital photos** of your student and his/her support team. These pictures will be used to produce the Leadership Summit video, so the better the photos you send, the better for us to feature your student!

Photo checklist! Please burn onto a CD-R or picture CD:

- A high-resolution student portrait (senior portrait or school photo is fine)
- At least 20-25 high resolution digital photos (guidelines below)

You may not be a photographer, but follow this checklist and your photos will be perfect!

Remember to:

- Take tons of photos! All shots (except the student portrait) should be horizontal or "landscape," so the shot is wider than it is tall. **Check out the great examples below!!**



- Include two or three shots in front of the school where the school name (marquee, gateway, entry door, etc.) is visible near the student.
- When there are more people than just the student in the shot, make sure they are grouped closely together, not standing on opposite sides of the room.
- Take only photos with good lighting (outdoors in daylight, indoors with bright lighting). Shots with very low lighting can't be used.
- Take enough shots to send us at least 20 to 25 sharp, **high-resolution** digital photos (JPEG or TIFF formats preferred).
- Vary the following elements:
 - the setting and activities (classes, sports, shop, special academic activities)
 - the people included with the honoree (teachers, counselors, friends, teammates, family)
 - the clothing worn by the honoree, if possible
 - indoor and outdoor shots
- Include two or three close-ups of the honoree's face ("landscape," not "portrait"). Smiles are best!
- BONUS POINTS:** Name the photo files telling us who is pictured. Example: "Mary & principal.jpg," "Mary at swim meet.jpg," "Mary & classmates.jpg."

Mail your photos on a CD-R/DVD-R to:

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