

HEADSHOT REQUIREMENTS

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
	 • Low resolution
	 • Image is zoomed in • Not enough space between head and top of image • Image is tilted
	 • Harsh lighting • Busy background • Focal point is not centered