

PICTURE PERFECT YEARBOOK PHOTO CHECK LIST

Subject

- No white shirt, blouse or jacket. A touch of white (10%) is acceptable
- No hat, cap, beanie or hood.
- Light dust of facial powder to eliminate facial shine.

Camera

- Point n shoot camera or Single Lens Reflect (SLR) digital camera (3 - 6 mega pixels).
- Camera must be fully charged.
- Exposure and Flash setting must set to "Auto Mode".
- Camera file size must be set less than 2880 pixels for both height and width.
- Red eye setting is "ON".

Environment

- Any colored matte background – wall or clothe. (White background is not recommended)
- For outdoor portrait – choose a cloudy day, a shaded area or 1 hour before sunset for best lighting.

Ready... Action!

- Subject must stand their back and angle against the background (wall or clothe).
- Subject eyes open and looking straight ahead in a natural expression.
- Camera is 1.5 meter or 5 feet away from subject.
- Camera must be in portrait orientation.
- Camera must be at subject's eye level and the body from chest up to the top of the head must be inside the camera's frame.
- Camera must be positioned perpendicular to the background to avoid shadow.

Printing

- Must print on a 4"x6" or 4R color photographic paper at a photo lab if hard copy is required.
- To avoid rejection, home printing is strongly not recommended.
- Be sure to verify the number of copy required.

User is responsible to ensure their attire and demeanor in the image is appropriate and in accord with user's institution guidelines.