

TIPS FOR TAKING HEADSHOTS WITH A SMARTPHONE CAMERA

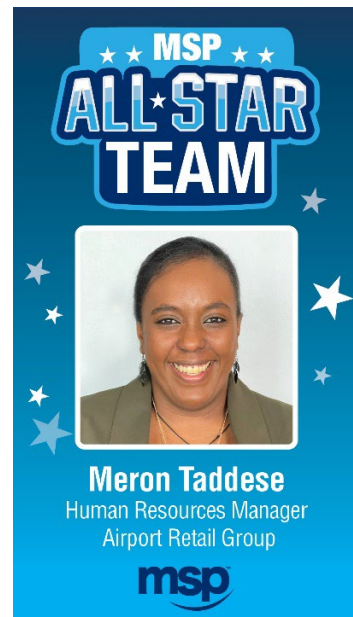
Thank you for participating in the MSP All-Star program. To accept a submission for the program we will need an image of your all-star employees/volunteers. You can either take the photograph yourself or ask your employee to submit one to you.

Below you will find some best practices and tips for taking headshots with a smartphone camera.

We encourage you to take the photos, if possible. If you are unable to, we can also to accept existing images of the individual that conform to the below standards. **Images must be in a .jpg or .png format, which almost all cameras will produce.**

Keep these tips in mind as you prepare for taking a headshot

1. It's best that the subject of the headshot does not take it themselves, if possible.
2. The subject should choose clothing that is neutral in color and in pattern.
3. Choose a neutral/not busy background.
4. Choose an area with even, natural lighting if possible (it's easier to make a photograph lighter than removing harsh shadows).
5. Set camera to high resolution mode.
6. If your camera has the feature, you can use the portrait mode.
7. Have the subject turn their body slightly for the camera to avoid the "mug shot" look.
8. Use the auto-focus feature to focus on the person's face.
9. Include the subject's shoulders and head, leaving some space above the head (don't crop tightly to the top of their head). It's **best to have more of the subject than less**. We will crop it to the appropriate dimensions.
10. Don't use the camera's zoom feature. It will lower your image resolution.



SAVE YOUR IMAGES

You will need to have access to the images when filling out the submission form.

Save the image to your phone so that you can either upload it from your phone directly to the submission form or email it to yourself so you can save it to a computer and then upload it to the submission form.

Below is a link to an additional resource should you wish to go a little deeper into this subject.

<https://lenshype.com/6-tips-for-better-headshots-using-your-mobile-phone/>