Official Photography Instructions

- ➢ You will need to provide your own digital camera. Camera specifications should include:
  - Photo size between 900 KB and 1.2 MB
  - 4 MegaPixels or better
  - Red-eye reduction option (turned on)
  - Flash (turned on and the bigger the better)
  - Empty memory card
  - Charged batteries (bring extras with you)

- ➢ Wear comfortable clothing and shoes as you will be on your feet for a couple of hours.

- ➢ There will be a Photography Station where you will need to download the photos you have taken onto a CSEF computer and CD.

- ➢ Please feel free to take as many candid shots as you'd like – we can use those too!

- ➢ When taking the pictures, please keep the following in mind:
  - Make sure the Finalist is wearing his/her nametag and that it is facing the right way to be visible.
  - Have the hang tag that identifies the project number visible in the picture.
  - It would be nice if the entire project was in the picture, but this isn't always possible, so just make sure the Finalist isn't cut out.
  - Take at least two shots in slightly different poses of each project just in case one doesn't come out very well and review the picture before moving on to the next project.
  - Take vertical pictures so that all pictures are oriented the same direction when we go through in working on the power point presentation for the awards ceremony.
  - Please avoid cutting body parts (especially heads & arms) out of the picture. Try to get all of the student in the picture if at all possible.
  - Try to get a smile out of the student and make sure they are facing the camera.

- ➢ The process for Display & Safety and Photography will be the following:
  - Finalists will first set up their project. When that is complete, they will turn in their Set-Up Ready Form to the Display & Safety team.
  - If they are approved by Display & Safety, they will receive a Photo Ready Card that they will need to turn in at the Photography Station.
  - Photographers will be assigned to either the Junior or Senior Division and will pick up the Photo Ready Cards as they come in.
  - Once the photos are taken of the project, the photographer should place a colored dot on the hang tag in the Photography box and return the Photo Ready Card to the Photography table.