



HEADSHOT PHOTO REQUIREMENTS

You do not need to print and place this page of instructions in your packet

STEP ONE (1):

Review the headshot photo guidelines listed below. Your headshot will appear in:

- Miss Arkansas Website Contestant photo tab
- Class Group shot in the Program book
- Posting on social media
- Judges
- Media
- OTHER

STEP TWO (2):

Have your headshot taken or; Use a photo that meets the guideline. NO graphics on the headshot.

STEP THREE (3):

Place one **color 300 dpi (High Resolution)** and one Black and White headshot on a thumb drive folder named Headshots.

- Place digital headshots on a thumb drive
- Bring Thumb drive to the Photo Shoot April 1, 2017
- Place in a letter size envelope
- Label with your title and name
- Turn in at the photoshoot

HEADSHOT PHOTO GUIDELINES: Digital Color and Black/White photo placed on Thumb Drive; Turn in April 1, 2017 at the photoshoot.

- Use a plain background (High Resolution)
- No crown or sash
- Photo should be shot vertical position or portrait
- All photos should be a headshot
- No borders on the photo files
- Keep the style and make-up simple, clean, and attractive
- Keep the hair off the face so it does not hide or cast shadows on the photo
- **Never cover the face with hands, hair, jewelry, or clothing**
- Simple garments with clean lines photograph best
- Do not crop the hair or some elements of the face out of the picture
- No graphics on this headshot.
- Photo Size and Resolution:
 - a. Size 200x300 (2x3) if possible
 - b. One COLOR File – 300 resolution .jpg
 - c. One Black and White digital photo
 - d. Put the photos in a headshot folder on a TD.
 - e. Put the TD in a letter size envelope with Title and Name on the outside
- **Suggested Examples:**

MISS ARKANSAS' OUTSTANDING TEEN



HARD COPY HEADSHOT PHOTOS
1 Hard Copy COLOR Headshot 8 x 10;
Place in your contestant packet to turn in April 9, 2017

Judges Book Photos

- You will provide and place One (1) headshot photo in your contestant packet.
8 x 10 Color photo – COLOR ONLY!
- Your contestant packet will be turned in April 9, 2017-during the placement lottery: On-Line Selection (Lottery) gathering with your State Field Director.
- Label each photo on the back of your headshot in a manner that does not bleed through to the front of your photo:
 - Title (without the word Miss)
 - Name as it is to appear to on all paperwork
 - You will NOT place a photo CD this year in your Contestant Packet April 9.
 - Your photo TD will be turned on at the Photo shoot on April 1, 2017

PHOTOGRAPHER RELEASE FORMS: REQUIRED (Choose one and place in packet from Individual or Corporation Release on the state forms tab.

- **Get photographer signatures on one copy of the two (2) Official photo releases found under the forms tab on www.missarkansasot.org:**
 - **If you use an Individual Photographer to take your headshot photo have this form signed:**
F12A: Individual Photographer Agreement 2017
 - **If you use a Corporation to take your headshot photo have this form signed:**
F12B: Photography Corporation Agreement 2017
- **Place a copy of the appropriate signed release in your contestant packet to be turned in April 9, 2017. Miss Arkansas' Outstanding Teen or Miss America's Outstanding Teen will not use your photo until this release is signed and turned.**

PHOTO CONTEST:

- The one (1) 8 x 10 hard copy headshot photo placed in your Contestant Packet will be used for the Photo Contest and the Judges Book.
- Only one (1) photo is to be place in your packet.
 - 8 X 10 color photos- COLOR ONLY.



- Your Contestant Packet will be turned in April 9, 2017 the day of On-Line Selection (Lottery).
- Label each photo on the back of your headshot in the manner that does not bleed through to the front of your photo:
 - After lottery place your grouping and number
 - Title
 - Name as it is to appear to the judges

HEADSHOT SUBMISISON OVERVIEW

HEADSHOT:	DETAILS:
April 1, 2017 Turn in thumb drive (TD)	April 1, 2017 <ul style="list-style-type: none"> • One (1) Color 300 dpi • One (1) B/W Digital format • Placed on TD in the headshot folder. • Turn in at the photoshoot. • Your TD will also have folders for: <ul style="list-style-type: none"> ○ Resume ○ Platform ○ Ads and Payment form ○ Headshots
Digital Photo Size and Resolution	<ul style="list-style-type: none"> • Digital 200 x 300 COLOR File – • 300 resolution JPEG file • High Resolution • Digital same B/W copy JPEG FILE
Head Shot (1) Hard Copy [Size 8 x 10] (April 9)	One (1) Color Hard Copy headshot; <ul style="list-style-type: none"> • Labeled on back so not to bleed through • 300 DPI/ high resolution • place in your contestant packet to turn in April 9, 2017 • The one (1) 8 x 10 Color Phot will be used for the photo contest and the judges.
	On the back of your hard copy photos place in a manner that does not bleed through to front of photo. <ul style="list-style-type: none"> • Take the marker of your choice to the Lottery to put your group and number on the back of hard copy photo. • Label with Title___ & Local Titleholder Name (without Miss). • You will add your group and number after the Lottery drawing April 9, 2017. • Replace photo in your contestant packet for turn in