

Honoree Photo Guidelines

These photos may be used in recognition materials at the Teacher Leader Summit, the gala, and for social media graphics, etc. In order to ensure the highest quality photos are submitted to the Department, please follow these guidelines.

Type of Camera to Use

- professional-grade digital camera (preferred)
- iPhone 6 or higher

Photo Requirements

- **Headshot photos**
 - Take vertically from the waist up
 - Select a solid background (such as a wall)
 - Select business professional/professional attire
 - See sample headshot photo [here](#)
- Hobby photos (Teacher and Principal of the Year Semifinalists Only):
 - Can be taken either horizontally or vertically
 - Be sure that you are easily identifiable
 - Preferred- Do not include others in the photo. (If others are in the photo, make sure they are in the background and it's clear who the honoree is. If others are in your photo, be sure to obtain a signed consent form. Consent forms may be found on the [Award's page](#).)
 - See sample hobby photo [here](#)
- **All photos**
 - Photo must be the original, untouched version. **DO NOT** crop, apply a filter or alter the original photo in any way as this will degrade its quality.
 - **Photos must be at least 2MB in file size** (information can be found under "Properties" if you right click on a photo file).

Prior to Taking Photo

- If using a digital camera, set it to the highest resolution possible. An iPhone will automatically be set to the highest resolution
- Clean camera lens

While Taking Photo

- Avoid digital zoom. This feature only makes the picture larger digitally, it does not actually zoom into the subject, thus it can cause distortion of the image. The Department will crop the photo to fix the poster requirements.
- If using a phone, only use the rear facing camera.
- Try to take photos in natural light, outside is preferred or near a large window.
- Use autofocus to ensure a clear image.

After Taking the Photo

- When sending a photo from a mobile device to your computer, please select "actual size" on sending options.
- Save the photo as a jpeg file. Label photo TOY or POY, first name, last name, school system- for example, "TOY_Mary Smith_Ascension_Headshot" or "POY_John Allen_DeSoto_Hobby Pic."

Questions: Send to excellenteducators@la.gov.