

Photograph and Spotlight Video Guidance

PHOTOGRAPHS *

- Along with your entry, provide high-resolution digital photos measuring at least 300 dots per inch (dpi). A camera that takes 3 megapixels (MP) or more will be fine. When shooting digital photos, ensure that the camera is set to take shots at the highest resolution possible. For instance a Samsung S5 will take 16 MP photos. An iPhone 6 takes 8 MP photos.
- Digital photos may be provided via e-mail, CD-ROM/DVD, or through a file transfer protocol (FTP) electronic address. Please provide original source files, either in JPEG (Joint Photographic Experts Group) or (Tagged Image Format (TIF) format, and *not* be only embedded in your Microsoft Word file.
- Photos should be interesting to view; support and illustrate the ideas and activities described in your entry; and, whenever possible, show people or equipment in action. Ensure that all photos respect OSHA principles and show safe and appropriate actions, such as workers who are wearing hardhats and safety vests.
- Each photograph should include a detailed caption explaining what is shown and clearly identifying its relevance to the subject of the entry. Also include a photo credit (photographer's name and/or organization) or source (agency or company name).

SPOTLIGHT VIDEOS *

The Spotlight Video is an optional addition to your entry. If submitted, it should demonstrate your entry's problem, its development, and your entry's working solution. It should be no more than five minutes long and be in MP4 format. Deliver it via CD-ROM/DVD or through a FTP site. Staff at CLAS can assist with these details. Here are some tips from

<http://www.usatoday.com/story/tech/columnist/saltzman/2016/07/10/tips-shooting-great-video-your-smartphone/86806080/>.

- **Plan your script.** Write it out on large white board so the narrator can easily see it.
- **Turn the phone sideways.** Use landscape or horizontal shots.
- **Hold your phone steady.** Use two hands with arms in close. Tripods are good too.
- **Compose your shot.** Place your scene in the middle. Avoid background distractions.
- **Lighting is critical.** Avoid harsh sunlight, dark and light contrasts, backlights and windows. A bright but cloudy day is great.
- **Shoot straight, slow and close.** Match the height of your image. Gently glide in for close-ups.
- **Sound matters.** Background noise is distracting. Shut down motors, fans, hammers, and conversations.
- **Editing is ok.** Download and edit your video with free or commercial software. Cut, crop, adjust color and brightness, add transitions, special effects, music, narration, captions, and more. It's okay to ask the 14-year old kid down the lane to help you.

* Please request a Release Form (see the next page) from each person you photograph, record, or video. Include a copy along with your entry.