



## Guidelines for Photographing Children

- Portraits may be taken digitally or with film (35 mm or medium-format film) and may be in color, B&W or sepia-toned. *Note - please do not use other color toning.*
- Enlargements, printing and mounting of Heart Gallery print (as well as wallet-size prints for the child) will be provided by Heart Gallery and Reedy Photoprocess.
- To maintain the professional quality and to best portray the children, please do not use: heavy Photoshop techniques, overly busy collages, panoramic formats, seasonal props, or borders of any kind.
- A photo editor will be selecting the final image from the four (minimum, up to 10 can be used) pre-selected favorites you will be selecting and submitting. Your photo will be credited with your name in the exhibit, bio cards, website and whenever possible, the Heart Gallery will photo credit your image when used for press or other collateral.

### INSTRUCTIONS FOR DIGITAL FORMAT:

The final images will be enlarged to 20" x 24" or sometimes a 20" x 20" for our square format exhibit. Please be cognizant of your image sizes when saving digital files, as the processing lab may need to crop photos to make the image proportionate *without* adding borders.

#### Saving your files:

- Save (burn) **A MINIMUM OF FOUR** favorite images onto a CD. Label the CD with your credit and child name.
- Digital images must be saved as JPEG format at 300 DPI (RGB mode for color).
- Please avoid saving your images in any other format or as large files.
- When naming & saving your **4-10 image files**, please include the child's name.

### INSTRUCTIONS FOR TRADITIONAL FORMAT (FILM):

- After completing the photo shoot, please process the film with a contact sheet at your favorite lab – the Heart Gallery will reimburse you up to \$15 with receipt for this service.
- At the top of the contact sheet, clearly mark your name and the name(s) of the child/children.
- On the contact sheet, circle your **FOUR** favorite images and also list your four favorites on the reverse side of the contact sheet. Example: Images 2A, 13, 27A, 35
- Please mail ALL negatives, contact sheet(s) and the receipt for film processing to the Heart Gallery in the envelope provided.

**Please ensure the Heart Gallery is in receipt of your disk within two weeks following the photo session. Thank you!**

Questions/ Concerns: Contact Jesse Miller at 813.528.0648 or [jmiller@childrensboard.org](mailto:jmiller@childrensboard.org)