Instructions to send pictures for opening video at state SkillsUSA conference.

1. **Take a picture of the state qualifying students and sponsors in either your organization's uniform or SkillsUSA uniforms. Have something in the picture that identifies your school.**
2. **Send only one picture.**
3. **This one is critical. <u>The picture must be taken in a horizontal format</u>. Do not send a picture that is vertical. They can't be used. A television set is a rectangle sitting on its side.**
4. **All pictures must be in a jpeg format. Send them as an attachment. Do not send them embedded in a word document.**
5. **Do not minimize the data. Keep them as large as your camera or phone shoots them. Small data pictures will appear out of focus and can't be used.**
6. **Lighting is critical. Do not take the picture in front of a bright light or in shadows. Your camera will read the light and shut down the iris and cause faces to be dark and not readable. Use a flash if possible.**
7. **Send your picture to the following email account: sehstv@gmail.com**
8. **The deadline to submit your picture is Friday, March 25. No exceptions…no excuses. It will take a great deal of time to build this video and have it ready for the opening ceremony. <u>Please do not send any pictures to my personal email account at school.</u>**

Below is an example of the kind of picture that we need to create the video.

If you have any questions, please do not hesitate to drop me a note at my school email.

Thanks
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