

# Composition Checklist

## 7 Steps to Successful Photos

- ✓ Frame subject with full face, front view, eyes open
- ✓ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 $\frac{3}{8}$  inch (25 mm to 35 mm)
- ✓ Center head within frame (see Figure 2. below)
- ✓ Make sure eye level is between 1 $\frac{1}{8}$  inch to 1 $\frac{3}{8}$  inch (28 mm and 35 mm) from bottom of photo
- ✓ Photograph subject against a plain white or off-white background
- ✓ Position subject and lighting so that there are no distracting shadows on the face or background
- ✓ Encourage subject to have a natural expression

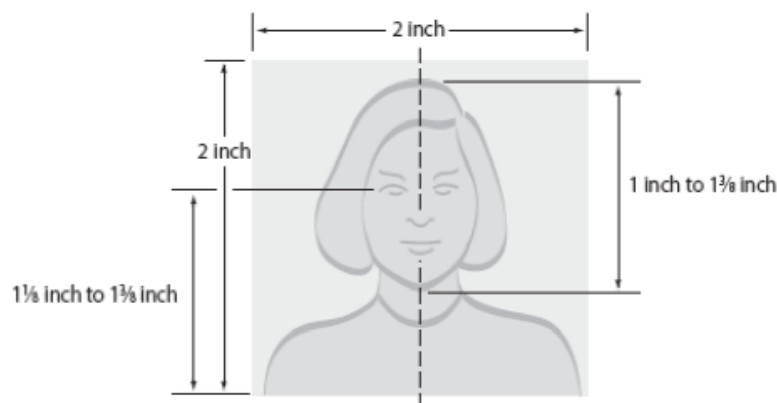


Figure 2. Head Position & Placement

### Well-Composed Photos



**NOTE: Photos must be in color.**