



## Video Submission Guidelines:

- You need to start the recording with the phone rotated to the landscape orientation, before recording, so it records in a wide screen format.
- Record in a location where there is natural light on your face.
- Record in a quiet space.
- Avoid zooming in – this creates poor quality.
- Place phone a sturdy surface or on a phone tripod. Videos submitted that are shaky will not be used.
- Format of video should be: MP4, M4V or MOV.
- Send video via email to: [avuletajensen@sofn.com](mailto:avuletajensen@sofn.com)
  - If video is too large, compress the file before sending or, create a Dropbox account and send invite to Dropbox folder to [avuletajensen@sofn.com](mailto:avuletajensen@sofn.com).

## Photo Submission Guidelines:

- Photograph in a location where there is natural light on your face.
- Do not crop images.
- Avoid zooming in – this creates poor quality.
- Turn off your flash.
- Hold down a spot on your viewfinder to lock focus.
- Format of photo should be: JPEG
- Send photo and copy to: [avuletajensen@sofn.com](mailto:avuletajensen@sofn.com).