

ID Photo Guidelines

For a really great headshot, it's important to remember that the photographer is only half of the equation. The other half is you!
This document will help you prepare for your photo session and make sure you get fantastic shots!

PROFESSIONAL PORTRAITS HELP TO CAPTURE YOUR INDIVIDUAL PERSONALITY & HUMANIZE OUR ORGANIZATION.

A GREAT HEADSHOT SHOULD ALWAYS LOOK LIKE YOU!

WITH THIS IN MIND, WE ARE PROVIDING A FEW GUIDELINES BELOW THAT WILL HELP YOU CONVEY THE OHM BOCES CULTURE AND MAINTAIN FOCUS ON YOUR FACE.



Attire should be business casual & work appropriate

(No sleeveless tops, bare shoulders, casual/graphic T-shirts, ripped, dirty or stained clothing.)



Avoid wearing tops with busy or small patterns and prints.



Avoid low-cut necklines. A headshot is cropped at/above the sternum, the bottom of your neckline needs to be at that level to appear in the photo.



No visible logos or pictures, with the exception of the OHM BOCES logo if it is part of your work uniform.



Avoid wearing too many accessories such as scarves, chains or other jewelry. One or two simple, timeless pieces works well. If you normally wear glasses, wear them. Make sure to clean your glasses before your photo so they are spot-free.



No hats or head coverings, with the exception of those worn for religious or medical purposes.



Your facial expression should be smiling or neutral.

If you have questions or need further assistance, please contact Rebecca Neary, Public Relations Specialist, at rneary@oneida-boces.org or **315.793.8528**