

Photo Guidelines for Grant Check Presentation

I. When photographing the presentation, please ask your photographer to keep these things in mind:

- Set the digital camera to the “large jpeg” format, as we need a resolution of **300 dpi at 7x10 inches**.
- Please caption photos with full names, titles, and affiliations (Be sure to include employers and college representatives).
- We’ll need two photos:
 1. The Commissioner with the group holding the signed check (Please position the check at chest level, well below the Commissioner’s neck.)
 2. The Commissioner signing the check (PLEASE BE SURE the angle is facing the Commissioner as she/he signs, not from behind the Commissioner.

II. Please ensure the Commissioner is front and center in the group photo holding the check or at least right next to it.

III. Please ensure you have a dark Sharpie or Magic Marker for the Commissioner’s signature on the ceremony check, so that the signature will be visible in the photo!

Photo Deadline to TWC

Please email the photos to communications@twc.state.tx.us within one hour of the presentation. Please note that TWC is unable to retrieve photos from Dropbox, Flickr, or other photo storage sites.

Within your email, please confirm information (name/titles/and organization) for each person in the photo — pictured from left to right.

Thank you!

(revised July 31, 2017)