



Certification Technical Image Evaluation Checklist

You've created your images for evaluation and now it's time to check your work before uploading. Your submission must meet all of the following requirements in order to pass this portion of the evaluation and to acquire your certification.

All of the images will be checked against the following criteria:

- ☐ **All approved kit items are used**
- ☐ **All images are submitted unedited in RAW format**
- ☐ **Layout/Composition:**
 1. Manikin is placed in the center of the composition with arms down at side standing straight, set of 8 crayons out of the box (black crayon required) are on the left hand side of image, styrofoam ball on the right slightly in front of manikin, and black Sharpie (cap removed and placed on the end of the marker) in front of the Styrofoam Ball. This must match the example images.
 2. All items are within frame and no items are cropped from the image. All kit items are places in the center of the composition.
 3. Gray paper acts as background.
- ☐ **Images fill the frame:** There should not be any floor space showing outside of the gray paper.
- ☐ **Camera Angle:** Angle of view and orientation of the set up should match the example image.
 1. Image 1 – Straight on, Portrait orientation
 2. Image 2 – Overhead, Landscape orientation
 3. Image 3 – Overhead, Landscape orientation



- ☐ **White Balance:**
 - For lighting scenario 1 white balance is within 5000-6000K.
 - For lighting scenario 2 or 3 white balance is custom set.
- ☐ **Exposure:** Submitted files should be properly exposed with minimal clipping of shadows or highlights.
 - Acceptable highlight range: 220-250
 - Acceptable midtone range: 195-230
 - Acceptable shadow range: 5-35
- ☐ **Direction of Light:** The main light should be on camera left side of all images and each image should show proper light direction and dimension.
- ☐ **Sharpness:** Each image will be checked for correct sharpness.
 1. Image One: The set of items should be acceptably sharp with the background appearing softer as shown in the example images.
 2. Image Two: The top point of the manikin's head should be acceptably sharp and the rest should fall off in sharpness.
 3. Image Three: The entire image should display acceptable sharpness all the way through.
- ☐ **Metadata:** All submitted files will be checked for the following in the metadata.
 1. Camera settings match the written instructions for f/stop
 2. The lens focal length should be between 70-105mm
 3. The date created should time stamp within 90 days of submission

TIP: view all three of your images together in compare mode to make sure exposures are consistent throughout your evaluation. Please double check your images prior to submission to ensure that you've met all of these requirements. Good luck!