



Yearbook Senior Portraits Englewood High School

ALL seniors must follow these guidelines



Senior picture deadline: **Friday, September 30th, 2016**

Senior Picture Requirements:

(The goal is to achieve a unifying appearance of all senior pictures in the yearbook. Please follow these guidelines.)

- o Photos should be a waist up pose. No full body shots. **No hands near face—arms and hands should not be above the waist. No knees blocking the body.**
- o Student must be *sitting or standing*. No photos of students laying on the ground.
- o Clothing and jewelry must be in accordance with school dress code guidelines. Refer to the *CODE* for specific details. No strapless tops and no low necklines (no cleavage showing).
- o No hand gestures or hand signs.
- o NO props (this includes animals, hats, cars, sunglasses, musical instruments, or other people).
- o Simple backgrounds work the best.
- o Backgrounds (trees, rocks, columns, etc.) should not block the view of the student.
- o Either indoor or outdoor photos are accepted.
- o Background must be simple and uncluttered.
- o **No texture, name stamping, embossing, logo, or date stamp.**
- o Photo MUST BE VERTICAL. No horizontal photos.



There is **NO FEE** associated with submitting senior pictures to the Englewood High School yearbook. Students who **DO NOT** submit a senior portrait will have their Lifetouch portrait, ID photo, included by default.

How to Submit a Senior Picture: (PICK AN OPTION)

1) Upload senior photo to: Images.Balfour.com

- Enter project number: 720864
- Password: (none)
- Enter your contact information
- Click “choose file” and select the senior photo you would like to submit to the yearbook.
- Under “people”: enter the senior’s first name, last name, grade.
- Under “event”: please write “senior picture”
- Upload the image

Our preferred method

2) On-Campus Senior Portrait Option

We will give every senior a chance to be in the yearbook. We are hosting a one-day photo shoot in the fall (date TBD).

3) CD-Burn a photo to a CD. Please make sure your contact name, phone and e-mail are on the CD.

Please **DO NOT email senior photos to the yearbook**. Due to the size and quantity of the files, our inbox fills quickly, and we may not receive your photo. **We will NOT be accepting any photos via email!**

File Format for Senior Photos:

- o File format **.jpg**
- o At least 2" x 3" (bigger is better)
- o Head should be approximately 1/3 of the photo
- o 300 dpi quality (Bigger is fine, and better!)
- o The file name for each student should be:
Last name, First name Middle Initial.jpg Ex: **Smith, John D.jpg**
- o Please make sure you change the file name before submitting – files submitted with generic file names (example: IMG_459385.jpg) run the risk of becoming lost or of not being associated with the correct student!
- o (Please double check the size of your file before submitting – many pictures are submitted to us that are 70 dpi or smaller – these files are too small to print well in the book and could result in a blurry or low-quality senior picture.)
- o Yearbook reserves the right to edit or crop any picture to meet specifications.

We reserve the right to reject any senior picture from a photographer or individual if it does not meet the requirements on this sheet. Both the studio and the senior will be informed of the problem and given a chance to retake the portrait or choose an alternative portrait for the book, provided that it will not jeopardize any yearbook deadline.

Please contact **Karla Shotts, Yearbook Adviser**, if you have any questions:

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email: karla_shotts@engschools.net

