

# Yearbook Senior Portraits Englewood High School



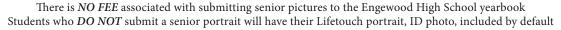
ALL seniors must follow these guidelines

## 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.)

- 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.
- Student must be sitting or standing. No photos of students laying on the ground.
- 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).
- No hand gestures or hand signs.
- NO props (this includes animals, hats, cars, sunglasses, musical instruments, or other people).
- Simple backgrounds work the best.
- Backgrounds (trees, rocks, columns, etc.) should not block the view of the student.
- Either indoor or outdoor photos are accepted.
- Background must be simple and uncluttered.
- No texture, name stamping, embossing, logo, or date stamp.
- Photo MUST BE VERTICAL. No horizontal photos.



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

- 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

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

#### **File Format for Senior Photos:**

- File format .jpg
- At least 2" x 3" (bigger is better)
- Head should be approximately 1/3 of the photo
- 300 dpi quality (Bigger is fine, and better!)
- The file name for each student should be:

Last name, First name Middle Initial.jpg Ex: Smith, John D.jpg

- 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!
- (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 cold result in a blurry or low-quality senior picture.)
- Yearbook reserves the right to edit or crop any picture to meet specifications.

We reserve the right 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: Yearbook Office-Room 1313-Englewood High School email: karla\_shotts@engschools.net

