

# SENIOR YEARBOOK PICTURE DEADLINE

Dear Parent / Student,

The yearbook staff is working hard on this year's yearbook to make sure it represents the community and school well. We also want to create a yearbook that captures all the memories of your senior year. We are in the process of gathering all the senior photos to use in the senior section of the book. We request that you submit those pictures by **February 1st**. If you would like to submit your photo digitally, we would ask the following:

## Digital Image Submission

Upload your senior photo right online.

- Submit the photo that you received from your photographer and we'll crop to fit the photo box in the yearbook.
- Save your photo as a TIFF, JPG or PNG file
- Photos files must be named with the senior's legal last name and then the legal first name (ex: Smith,William.jpg)
- Submit by CD, flash drive or email to yearbook adviser.

## Other important guidelines:

- Portraits should be vertical head-and-shoulder shots; we will not accept horizontal or full body photos.
- No props, hats, or hands by the face in photos. No borders or special effects.
- Simple, neutral backgrounds look best in the yearbook.

Don't forget to purchase a yearbook at [www.buytheyearbook.com](http://www.buytheyearbook.com). We don't plan to order extra so please buy now.

If you do have questions, please contact the yearbook adviser at school.