

To: Parents and Members of the Class of 2010

From Advisers: Missi Yeomans, The *Pines*, Central Senior High School & Catherine Hansen, The *Odyssey*, West Senior High School

Date: June, 2009

RE: Senior Photo Requirements. Please keep this for reference. This letter will also be available at both schools' web sites.

Congratulations on your senior. This is an extremely important year in your child's life. In commemoration, one of the most important documents is your senior's yearbook photo. The following information will help you plan for your senior portraits and ensure that the photo in your child's yearbook will be one that you will treasure for a lifetime. Timeless Image will be taking senior portraits of all seniors at registration. These photos not only meet our publishing requirements, but for *seniors only* they are also digitally retouched, the backgrounds are changed from ID photos and they are sent directly to the yearbook publisher—all at no charge to seniors. Unlike regular ID photos, seniors will also have the opportunity to select the photo of their choice at the time that it is taken. However, if you choose not to use this photo you may submit one taken by a professional photographer of your choice, as long as your submitted photo meets deadline and *both* the aesthetic and technical specifications of the yearbook. If you have not yet scheduled a sitting with a professional photographer, do so now if you intend to use one. Please see the reverse side for why it is important to schedule a senior portrait sitting with a professional photographer, and do so early.

Remember that our publications are magazine quality printing, so please be advised that an amateur snapshot is not a yearbook senior portrait. Professional photos, and those taken by Timeless Image, are digitally retouched, faces are properly lit (no shadows or overexposure), and head size fits the required template. **There is no time to submit a second photo if your submitted photo does NOT meet deadline or specifications, so please ensure that you meet these.** This is best ensured by using a professional photographer who specializes in senior photo portraiture or using your Timeless photo. Your digitally enhanced ID photo with a changed background will be used in the yearbook if the submitted photo does not meet deadline or specifications, so please *ensure that you are prepared in appropriate school rules dress for your ID photo taken at registration.* So that students know what to expect when their yearbook is distributed, a list of photos received will be posted at both schools where your student has two days, via school announcement notice, to verify that his or her photo was submitted by the photographer, by deadline, and met all specifications. Please keep the following in mind when preparing for your senior photo:

Technical Specifications: Technical specifications are available at the TCAPS web site at: <http://www.tcaps.net>. Area professional photographers who specialize in senior photo portraiture are aware of these technical specifications.

Aesthetic Specifications: The following standards were agreed upon by a consensus of the yearbook senior photo committee:

Yearbook Photo Requirements:

- 1) All senior photos must fit into a template. This template will define the size of the student photo and will include an inter-frame in which the student's head must fit. Sample of the template is to the right.
- 2) All backgrounds must be non-distracting. All background items must be in the background and must not block the view of the student. Backgrounds must be medium toned so that the crisp, unblurred borders of the picture distinguish themselves from either a black or white page in the yearbook. No black or white backgrounds.
- 3) Hands are not allowed in the picture.
- 4) Full face shot. No profiles; both eyes of the senior must be visible.
- 5) No writing on photos.
- 6) *Students in the photo must follow the school dress code (this will apply to the sophomore and junior ID photos as well). Although it is summer, students must have their shoulders and bodies adequately covered. You may not wear inappropriate logos on t-shirts. Administrators will be helping to gauge appropriate dress code at registration.*
- 7) Crisp focus; no blurred filters.
- 8) All senior photos will be color.

The yearbook senior photo is a portrait—please note the head size.

Remember that if the photo submitted does not meet deadline and the above stated specifications, the photo taken by Timeless Image will be digitally retouched and used.

Submission deadline: October 27th - All photos are due to the publications advisers by this date by the end of the school day. **Photos will not be accepted from students and must be submitted by photographers.** Photos may be submitted by appointment only. Photographer submission format information was sent to local photographers. They will beautifully capture your student, ensure specs and deadline are met and deliver your photo to us.

Enjoy this fast-paced year with your senior,
Catherine Hansen & Missi Yeomans, Yearbook Advisers

