

Dear Photographers,

May, 2009

In the past our yearbook publication staffs have had problems obtaining photos of all seniors for inclusion in the yearbook. Additionally, too many photos did not meet printing specifications, which made our job of publishing the yearbook difficult and costly. To guarantee that our publishing standards are met so that we can efficiently produce the 2010 Odyssey and Pines yearbooks, and to best feature your exclusive, professional-quality work, we ask your help in maintaining our photographic specifications many of you helped create.

Given that we are operating on our senior composite deadline, we have just a few hours to collate and compile our “met deadline and spec” list for seniors to verify the following morning. This list is posted for two days, then our photos are delivered to Timeless Image for the printing composite. . . that also has to be at our printer in Kansas within just a few days. So please ensure that from the array of beautiful photos in your sitting, **your student client selects a yearbook senior photo that meets spec and school dress code.**

Technical Specifications:

- We prefer that photos are submitted in person to verify receipt, digitally on disc and that a composite of all photos taken be given to the prospective yearbook adviser on or before the final **deadline, by the end of the school day, October 27.** We will only accept photos directly from photographers, not parents or students. Please do not e-mail photos after deadline
- Digital photos must be submitted as 300 DPI JPEG
- Each photo file should be saved as: lastname, first.jpeg
- If you choose to submit hardcopy photos, which is not preferable, they must be color and printed on professional photographic paper only. Quality ink and paper will eliminate scanning problems
- Please, no scanned photos
- Resin RA\$ processing paper only (silver halide)
- No inkjet or dye sublimation inks

Aesthetic Specifications:

- Color photos only
- Traditional portrait head and shoulder pose ONLY. Full body poses, poses with props, body parts such as hands, hats, sun glasses, etc, will not be accepted
- Photos size: 2 ¼” X 3 ¼”
- Head size: 1 ¼ X 1 ½ (see template, head must fit into template and not exceed the space provided)
- No horizontal photos will be accepted
- No studio or student name on front of photo will be accepted
- Crisp focus; no blurred photos
- Non-distracting backgrounds only. This means no trees or foliage in the foreground, nothing that stands in the foreground or blocks the student. Medium toned backgrounds only – no white or black or blurred backgrounds. No cut-out borders
- Both eyes must be visible, no sideways/profile shots will be accepted
- Students must follow the dress code as it is stated by the school (no hats, exposed shoulders or cleavage). Shoulders must be appropriately covered and no inappropriate logos on shirts

This letter will be posted at both schools’ web sites. If you have any questions regarding our technical or aesthetic specs, please feel free to contact us: Missi Yeomans, Central Senior High Pines Yearbook Adviser: yeomansmi@tcaps.net, 231-933-3671. Catherine Hansen, West Senior High Odyssey Yearbook Adviser: hansenca@tcaps.net, 231-933-7727.

We thank you for your beautiful work in behalf of our students and your continued support of our seniors and our publishing programs. Your help in guaranteeing that all seniors are represented with a professional quality photo, while ensuring our publishing standards are met, will help us to best showcase your work and produce the quality books our entire community looks forward to sharing.

Sincerely,
Catherine Hansen & Missi Yeomans

enclosure: senior parent letter

