

# Senior Picture Yearbook Guidelines 2017-2018

Senior pictures are due to the yearbook staff by **Friday, November 10, 2017**.

Please do one of the following no later than Friday, November 10, 2017:

- Submit your senior picture to the yearbook staff.
- Reserve your space in the section (we will use your school ID pic as a place holder)

You may submit a different picture at a later date if you change your mind, but it is important that we have something to hold your space in the yearbook.

If you plan to take your pictures later, let the staff know before the deadline and your place will be held.

**If you do NOT submit a senior picture, your school ID picture will be used.**

Please keep the following in mind when choosing a picture:

- ◆ **COLOR** photos only please!
- ◆ Head-and-shoulder shots only (fully body photos will be cropped)
- ◆ **No props**
- ◆ Plain backgrounds are preferred
- ◆ Photos should be vertical
- ◆ No special effects
- ◆ Keep it school appropriate: refer to the school's dress code policy
- ◆ At least 1 3/4 inches tall by 1 1/2 inches wide (if submitting a hardcopy)
- ◆ Digital images must be **JPG** and at least 400 dpi (RGB file format only)

## **Submission options:**

### **EMAIL:**

Send your photo as an attachment with your full name as the subject to **yearbook@shps.org**

### **MAIN OFFICE:**

Deliver a photo to be scanned, CD, flashdrive, or SD card labeled with your full name and the words "yearbook senior picture" to the main office. We will return your materials once your files are uploaded.