

NEW 2010 Senior Color Yearbook Photo Requirements

We will no longer be able to accept actual photographs for the yearbook because of serious issues with scanning photos printed on certain types of photo paper.

The deadline for senior color photos is December 1. We cannot guarantee that photos received after this date will appear in alphabetical order in the senior color section or even if they will appear in the senior color section. This is because we must meet deadlines with our publisher throughout the year.

The following requirements must be strictly adhered to:

- 1) Photos must be submitted in only one of the two following ways. The photo can be submitted on a CD which is clearly labeled with the student's or students' names on the CD itself or on an accompanying alphabetical, typed list along with clear identification as to the photo studio where the portrait was taken so that contact can be easily made if there is a problem. OR the photo may be submitted as an e-mail attachment. If you submit photos via e-mail attachment, do not submit more than 5 at a time. The photos should be directed to JSUTTON@greenbay.k12.wi.us. The subject line should read GBAPS – Senior Yearbook Photo. If submitting via e-mail attachment, do NOT assume that the photo was safely received and accepted unless you receive a confirmation e-mail from the yearbook adviser, Jan Sutton. If you do not receive a confirmation within 72 hours, please contact her.
- 2) All photos must be saved by the student's last name, first name.
- 3) All photos must be submitted as jpg files at 300 resolution. The resolution is extremely important as photos will be pixelated at lower resolutions. Any photo sent at less than 300 resolution will be returned.
- 4) Photos should be in full color—no black and white, no sepia or monotonies please. Photographs must be high quality color photographs. Contact the adviser if your financial situation prevents you from using a professional photographer.
- 5) Photos should be head shots only, 1.5 inches wide by 2 inches tall or in proportion to that so that we can crop the photo if necessary. The eyebrow to chin measurement should be approximately 5/8 in. The head should NOT fill the entire frame. There should be background space above the head and the head should be centered within the frame.
- 6) Photos should have simple backgrounds. No props and no hats in photos.

Photos which do not fit the above specifications will be returned, and you will be asked to resubmit a photograph which fits the requirements. Our goal is a quality yearbook and your cooperation with these requirements will help us reach that goal.