

## VLHS Senior Portraits - Yearbook Specs

*Congratulations on making it to your senior year at VALLEY LUTHERAN! Here are some common questions & answers about senior pictures for yearbook use. Please read them carefully, as we do not wish anyone to be excluded from the senior section of the yearbook!*

### 1) What should I do first about pictures and how soon should I do it?

Call a photographer immediately and get a sitting time scheduled for summer. The whole portrait-taking process sometimes takes MONTHS through our local photographers, which means you should have your picture taken no later than August 30! After that there is no assurance that the photographers can get us a digital copy of your photo in time. The yearbook staff must meet publishing deadlines which are not flexible!

### 2) What are the yearbook picture specifications?

**Size:** Wallet(approx 2" x 3" COLOR photo (no Black&White/Sepia etc.)

**Finish:** Glossy or matte

**Pose:** Head-and-shoulder shot looking at the camera

**Background:** Traditional, neutral/solid (blue, gray, brown), simple (not outdoors)

**Other:** **MUST MEET SCHOOL DRESS CODE REQUIREMENTS**

(including sleeves for girls!!!)

Digital picture in jpg. format. A File size of 8 megabytes or greater is preferred for best quality.



**Correct!!!**



**No!**

Wrong background.  
Too far away.



**No!**

Absolutely no hands  
to face. Too close.



**No!**

Wrong pose.  
Wrong background.

### 3) What is the due date for senior pictures?

**OCTOBER 16, 2018**

### 4) What if I decide to take my own picture with my own camera?

Any self-taken portraits must follow the guidelines above, using digital format. We reserve the right to refuse any pictures that do not look professional or appropriate for the yearbook.

### 5) What will happen if I turn in a senior picture that does not meet the dress code or other guidelines?

If your picture is received before October 1 you will have time to find a replacement picture that does or you may not be in the yearbook.

### 6) When & where do I turn my senior picture in?

Turn them in to Mrs. Blake or make sure your photographer sends them digitally to yearbook@vlhs.com by **October 16, 2018.**

**June, 2018**

Dear Seniors and Parents:

Now that we are near the end of this school year and anxiously look forward to your senior year, it is also time to begin thinking about senior pictures. I encourage you to schedule them as early in the summer as possible to allow time to view your proofs and order pictures before our **OCTOBER 16** deadline. Photographers also offer many “early-bird” specials. This early deadline is necessary to make sure all student pictures are appropriate and sized to meet our needs.

It has been a problem in the past, as noted by both students and parents, to see pictures that do not meet dress code standards. **Therefore, no pictures will be used that violate dress code including facial hair, hats, and dress for females that do not meet standards of modesty as clarified in the student handbook.** A **head and shoulders** shot with a **plain background**, (no outdoor shots) in color is necessary (see reverse side of sheet for specifications and examples). Please avoid pictures that are too close or far away as this may cause your picture to appear out of proportion. **Hands** in the picture also create a significant cropping problem so please avoid this issue by providing a simple head and shoulders pose.

When you have your sitting for senior pictures have your photographer take a head and shoulders shot that will be acceptable for yearbook in addition to any other pictures that you may personally choose. Most photographers usually do this at no extra charge as part of your whole picture package. Your photographer may send and email - to [yearbook@vlhs.com](mailto:yearbook@vlhs.com) - a **digital .jpg (8 megabytes or greater)** file picture for yearbook use.

Any picture that does not meet the above guidelines **may not be used**, and you will be informed as soon as possible so that you may try to get an acceptable picture for yearbook use.

If you have further questions, please call me at school or home during the summer. Thank you for your cooperation in this matter.

In Christ,

Jennifer Blake  
Yearbook Advisor  
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