Senior Portrait Submission Guidelines for Yearbook and Class of 2021 Hallway Composite

# To all members and parents of the Class of 2021

It is time to plan your Senior Portrait for the yearbook. Requirement explanations for Senior Portrait Options for the yearbook and hallway composite photos are listed below.

**Composite Photos-** Every senior must be photographed by Life Touch Photography on October 22nd for the Hallway composite photo. The composite photo will be placed in the hallway for the class of 2021. **This group photo is created by Life Touch and the photo taken at school is the only option for the composite.**

* If you do not have your photo taken by Life Touch on school picture day or retake day you will not be in the Class of 2021 composite.

**Yearbook Photos**

**Option 1:** Use the photo taken by Life Touch Photography (the school photographer).

* **Picture Day is scheduled for Oct. 22, 2020 and Retake Day is scheduled for November 30, 2020.**

**Option 2:** Submit a photo from any other photographer other than the school photographer.

**Photo Submission Guidelines**:

**SUBMISSION DEADLINE IS JANUARY 22th, 2021. (NO EXPECTIONS)**Yearbook will accept the following photo submissions.

* **Photo pose must be a head and should pose only**

Any photo submitted as another pose will be cropped so that only the head and shoulders are used. If photo cannot be cropped to ensure an acceptable pose or resolution the photo will not be used, and the photo taken by the school photographer (Life Touch Photography) will be used. See samples below. **No Selfie Photos will be allowed.**

* All students should follow the school dress code in their photos (We recommend dress or nice casual clothing) Photos must not contain facial piercings, bare shoulders, hats or props, a photographer ID or watermark that is visible in the photo.
* All photos must have a plain color or outside background.
* Photos **cannot** contain props. (i.e. hats, cars, animals, hobbies, sports, etc.)
* REMOTE Seniors will need to submit a photo or come to school between 12:30-2:00 on October 22, 2021 to be photographed on Picture day.

**Photo Quality Guidelines:**

**Photos can be submitted as a printed copy, a hard copy or a digital file saved to a CD, DVD, or flash drive. Please do not email photos.**

Digital Photos from a professional Photographer should be saved in a JPG file at 300 ppi to a CD, DVD, or a printed copy are best. If you are submitting a professional photo you must also give us a letter from the photographer giving the yearbook permission to use the photo in the yearbook. (Check with your photographer, if you ask them too, some photographers will send the copy directly to SHS (Mrs. Ruyle) by the due date, **please contact your photographer early.**

**Yearbook photos can be submitted by mail to:** Southwestern Yearbook c/ Susan Ruyle 8226 Rt 111, Piasa, Illinois 62079, or may be submitted directly to Mrs. Ruyle. **Please do not email photos.**

 **Sample Acceptable Photo Pose**

 **Please send only head and shoulder poses**