

May 25, 2016

Incoming Seniors:

The Charger Yearbook will continue to publish senior photos in color for next year's book. The staff wants everyone's picture to turn out well and to ensure that you look great, here are a few guidelines to follow:

## DEADLINE for submission is **Friday, December 1, 2017.**

*Please feel free to submit them as soon as you get them to avoid forgetting. We need them well enough in advance to be able to organize them.*

**SUBMISSION OPTIONS:** All photos must include **copyright release** if they are not being sent directly from the photographer. Please be aware that photos CANNOT run without the copyright release.

- **Email:** You may submit them by emailing them to the yearbook adviser, [hallcs@midlandps.org](mailto:hallcs@midlandps.org)
- **Online:** Uploading them to the Herff Jones eShare website. Go to <http://www.hjeshare.com/eShare/Index.jsp> and enter the school code: DOW2018
- **CD or Flash Drive**
- **Hardcopy:** Drop off a printed copy of the photo with your name to the main office or room 218

**RESPONSIBILITY:** *While many photographers will submit the photo to our office, it is YOUR responsibility to make sure that it is done. If submitted via email, a confirmation email will be sent.*

### REQUIREMENTS:

- Color or black and white: The book will be all color, but the option is yours to run a photo in black and white
- Pose: Must be a frontal pose
- Orientation: Must be oriented portrait, NOT landscape
- Resolution: If submitting electronically, photos must be at least 300 dpi
- Crop size: 10 picas x 13 picas. If you do not know how to crop to these dimensions, our staff will complete the crop for you.
- **No props or animals, especially anything that would cover the face – that includes any hats that may obscure your face**
- Attire needs to follow school dress code policies, i.e. no strapless shirts
- REMEMBER, THE FOCUS IS YOU!

Attached are brochures from local photographers, but we will accept photos from any photographer.

Any questions? Please call Ms. Cammie Hall at 923-5394.

\*All photos submitted will be screened for appropriate content.