

Deadlines and Requirements for Senior Pictures

All Photos are DUE by Monday, November 2, 2020

Seniors will be allowed to have their headshot photo taken at any photography studio, however, they must follow the requirements as stated below and send a digital or hard copy of the photo to Ms. Critchett by the due date. Please supply your full first and last name on the picture or in the email. Digital copies can be sent to angelacritchett@grwestcatholic.org.

Senior Headshot Requirements (see next page for further details):

If you do not follow the requirements for your senior headshot, we will use the photo taken for your student identification card.

- Picture must be a headshot only (from mid-chest or shoulders)
- All students must wear a solid colored top – no patterns or stripes
- Girls must wear modest, sleeved tops, blouses, or sweaters (no low-cut tops, tank tops, or strapless tops are allowed)
- Boys must wear a sweater and tie or a sport coat and tie

Here are a couple of stock photo examples to guide you:



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| Size: | 2" x 3" COLOR photo (<u>NO</u> Black & White, Sepia, etc.) |
| Finish: | Glossy or matte print or <u>digital file at 300 dpi is preferred</u> |
| Pose: | Head-and-shoulder shot looking at the camera |
| Background: | Traditional, neutral (blue, gray, brown), & solid background <u>only</u> |
| Other: | Absolutely <u>no</u> hands to face in pose, <u>no</u> fade or reflection effects, <u>no</u> extreme close ups, <u>no</u> "nature" shots |

Your photographer is welcome to email the file directly to the yearbook staff at angelacritchett@grwestcatholic.org

Second Photo Requirements:

- This year we will require a second photo that will appear as a thumbnail next to your headshot photo
- This must be a kindergarten picture of you (please make sure it is a close-up, crisp shot)
- You must turn in a digital (jpeg format to angelacritchett@grwestcatholic.org) or hard copy of photo. If you supply a hard copy of the photo, you will receive it back after we scan it.
- Please supply your full first and last name on the picture or in the email.
- ***Must be turned in by deadline of November 2, 2020***

Common Questions and Answers

Congratulations on making it to your senior year at West Catholic High School! 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. The whole portrait-taking process sometimes takes MONTHS through our local photographers, **which means you should have your picture taken no later than October 2!** After that there is no assurance that the photographers can get us a 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: 2" x 3" **COLOR** photo (**NO** Black & White, Sepia, etc.)
Finish: Glossy or matte print or digital file at 300 dpi is preferred
Pose: Head-and-shoulder shot looking at the camera
Background: Traditional, neutral (blue, gray, brown), & solid background only
Clothing: **Both:** Solid colored top (no strips, patterns, etc.)
Girls: Modest tops with sleeves. No tank tops.
Boys: Sweater and tie or sports coat and tie.
Other: Absolutely no hands to face in pose, no fade or reflection effects, no extreme close ups, no "nature" shots

Your photographer is welcome to email the file directly to our yearbook staff at angelacritchett@grwestcatholic.org

3) What is the purpose of these specifications?

The yearbook is a student publication that reaches a large audience: our student body, our community, and beyond. That, along with production costs of over \$30,000, requires us to mandate uniform standards for all pictures. In order to assure uniformity we follow standard journalistic guidelines.

While the traditional head-and-shoulders shot outlined above is required for the yearbook, we naturally encourage you to exercise your creativity for your personal senior portraits and encourage you to **purchase creative space in the Parent/Senior Advertisement section.**

4) What if I can't afford the sitting fee or the picture packages?

West Catholic High School had professional photographers take your picture on the student picture and make-up days. If we do not receive a personal senior picture before the deadline we will use your portrait from Inter-State.

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

Any self-taken portraits must follow the guidelines above and be submitted digitally. Please be aware, however, that we reserve the right to refuse any pictures that do not look professional or appropriate for the yearbook. Our yearbook photographers will also be happy to take several senior picture poses for you using our high quality photography equipment.

6) What will happen if I do not turn in a senior picture at all?

We will use your school portrait/ID picture from the last year we have. Therefore, if you have not had your senior picture taken by November 2, make sure that your school portrait/ID picture looks nice in case we have to use it in the senior section!

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

Turn them in to the main office or Ms. Angela Critchett, yearbook adviser, at any time until the November 2, 2020 deadline. You can email digital files to angelacritchett@grwestcatholic.org.

Digital submission via email is preferred by the yearbook staff.