

2017/2018 Guidelines for Senior Pictures

Distribution Date: May 17, 2017

1. Yearbook/Composite deadline for head shots is December 8th, 2017

- **Must be a head and shoulders shot (from the chest up only)**
 - No hands in the face or over the head, no exposed arm pits or décolletage
 - No off shoulder/tube, spaghetti strap, or low cut tops (this for both boys and girls)
 - The school dress code policy MUST be followed.
- **We will NOT accept landscape orientation images, please make sure your photographer creates a chest up, vertical orientation, HEAD SHOT. We will not crop a photo severely to make it work. Please plan ahead with your photographer.**
- **Must be properly exposed, cleanly processed (no creative processing), and in focus.**
- **The school reserves the right to refuse any image that does not meet the requirements stated above; students will be notified in the event this is an issue, and the picture taken by the school's photographer will be used as a replacement.**

2. All students will digitally submit their senior picture AND the signed and dated media release waiver attached below from the photographer who took their photos. We will be using a digital submission form, and that will be opened in the fall.

- Mrs. Gotschall WILL accept emailed images from the photographer directly for students who did not purchase digital rights, but the copy of the waiver MUST be turned in by the student or the images WILL NOT be accepted. The yearbook staff WILL NOT email photographers asking for images and waivers. It is the responsibility of the student and his/her parents to ensure portraits and signed forms are turned in by the deadline. If no waiver is signed or qualifications are not met, the photos will not be accepted. **In the fall, you will submit your graduation information and headshot on the school website. That link will be shared at that time.**

If you did not purchase digital rights to your images, your photographer may email them to yearbook@oneillschools.org by the deadline.

- ### **3. Seniors will all be required to have their photos taken on school picture day. If a student chooses not to have Senior Photos taken or does not submit an image that meets the requirements, the school will use the school portrait as the default image. Seniors should dress accordingly on school picture day with this in mind.**

2017/2018 OHS Senior Photo Release Form

I (photographer Business or name of photographer)_____ hereby allow

(OHS student name)_____ to use the headshot taken on this

day (date of session)_____ for ALL media purposes at O'Neill High School.

_____(photographer signature)

_____(parent/guardian signature)

Image Quality Requirements GIVE THIS TO YOUR PHOTOGRAPHER

With the increasing access to digital photography and editing software, we are aware that it may simply be your wish to take your own photos and edit them for the yearbook.

It is always best to have your photo done by a person who understands good composition, lighting, color, shutter speed, and distance and crop ratios. That person does not have to be a professional photographer, but it is important that the person have a solid understanding of how to create a timeless portrait and how to process a portrait for a clean and timeless look.

While we do not want to discourage you from using your talents, it is VERY important that we inform you of the necessary elements of a usable yearbook photo. **The school reserves the right to refuse any image that does not meet the requirements stated above; students will be notified in the event this is an issue, and the picture taken by the school's photographer will be used as a replacement.**

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- Photo must be **wallet sized color portrait** in vertical orientation. Ex:
- Photo editing must be clean and natural looking, no creative processing please
- The photo must be from the chest up and no hands or arms may be in or around the face:
- Photo **cannot** be pixilated, out of focus, underexposed, overexposed, off in color, or have blown out highlights
- Digital image must be submitted as a **2"x3" DIGITAL FILE at 300 PPI**

