

**To:** Parents and Members of the Brookfield Central Class of 2020

**From:** Oscar Hockin, EIC, Tom Juran, Adviser, The Legend Yearbook, Brookfield Central Highschool

**Date:** June 2019

**RE: Senior Yearbook Photo Requirements**

Congratulations on your student becoming a senior! This is an extremely important year in your child's life. In commemoration, one of the most important documents is your seniors' yearbook photo. The following information will help you plan for your senior portraits and ensure that the photo in your child's yearbook will be one that you will treasure for a lifetime. The photo you submit should be taken by a professional photographer of your choice as long as your submitted photo meets deadline and both the aesthetic and technical specifications of the yearbook. If you have not yet scheduled a sitting with a professional photographer, do so now if you intend to use one. **Portraits are due on a flash drive or dropbox to Mr. Juran at BCHS by the START of day on Monday September 16, 2019.**

Remember that our publication is magazine quality printing, so please be advised that a snapshot is not a yearbook senior photo. Professional photos are retouched, faces are properly lit, and head size is the required template size. There is little or no time to submit a second photo if your submitted photo does NOT meet deadline or specifications, so please ensure that you meet these requirements. Using a professional photographer who specializes in senior photo portraiture best ensures this. **Mortensen Portrait Design in Waukesha has again agreed to photograph seniors for the yearbook at NO CHARGE through August.** After that there will be a \$25 late fee. You may call the studio at **262-754-8889** to schedule an appointment.

**Your ID photo will be used in the yearbook if the submitted photo does not meet deadline or specifications, so please be prepared in appropriate dress for your ID photo taken at registration.** A list of photos received will be posted at school, and students have two days, via school announcements, to verify that his or her photo was submitted by the photographer by deadline and met all specifications. Please keep the following in mind when preparing for your senior photo:

**Technical and Aesthetic Specifications** *(The following standards were agreed upon by a consensus of the yearbook senior photo committee. Area professional photographers who specialize in senior photo portraiture should be aware of these technical specifications, but ultimately it is your responsibility to see that they are met.)*

1. Vertical
  2. **300 DPI** digital image (TIFF) 2.5x3.5"
  3. Color, INDOOR or OUTDOOR **PROFESSIONAL** Studio Shot. Please keep in mind that the main purchase of these images are for identification, much like a passport photograph. Overly creative, special effect or heavily edited images should be saved for the senior tribute section.
  4. All photos **must fit into a template**. This template defines the size of the student photo and will include an inner frame in which the student's head must fit. This is a traditional head and shoulders shot that ensures the face is easily identifiable. **Full body or waist up photos are NOT acceptable.** The head shall not exceed size shown or bleed off the edge of the frame.
  5. All backgrounds must be **non-distracting**. All background items must be behind the person and must not block the view of the student (no peeking around a tree, peering through weeds, etc.). Backgrounds must be **medium toned** so that the crisp, unblurred borders of the picture distinguish themselves from either a black or white background page in the yearbook.  
**Backgrounds may not be solid black or pure white!**
  6. **No harsh backlighting** or lens/sun flare.
  7. **No hands, arms, hats, pets, sunglasses, or any other items.**
  8. Both eyes of the senior **must be visible**.
  9. Students in the photo must **follow the school dress code** (this will apply to underclassmen ID photos as well).
  10. Submission of photo to the yearbook **releases rights for use in other publications** should they be needed for honors, awards, or other press purposes.
- a. **Due Date: Monday September 16, 2019.**

