

To: Parents and Members of the Brookfield East Class of 2019  
From: Vicky Molitor, Adviser, The Echo Yearbook Committee, Brookfield East High School  
Date: June 2018  
RE: Senior Yearbook Photo Requirements. **Please keep this for your reference.**

Congratulations on your student becoming a senior! It is time to plan for senior portrait for the Brookfield East Yearbook. In order to complete the section on time and to include your student in the yearbook **senior portraits must be received by Friday October 26, 2018.** *Portrait specifications are included below.* **Also included in this letter is information on senior yearbook quote submissions (printed under senior portraits in the yearbook), graduation video photo submissions and Ads for Grads.**

**If you have not scheduled a sitting with a professional photographer, do so now if you intend to use one.** Our publication is magazine quality printing, so please be advised that a snapshot is not a senior yearbook photo. Professional photos are retouched; faces properly lit and head size fits the required template. Using a professional photographer who specializes in senior photo portraiture best ensures quality printing in the yearbook.

**Portraits must be labeled with student name (Last, First) and submitted through the Google Form [at this link](#) by the October 26 deadline.** Emails will not be accepted, as they may be lost while we collect portraits from 300+ seniors. Due to deadline requirements from our publishing company, we must adhere strictly to this deadline.

Contact [eastyearbook@elmbrookstudents.org](mailto:eastyearbook@elmbrookstudents.org) or Vicky Molitor at [molitorv@elmbrookschoools.org](mailto:molitorv@elmbrookschoools.org) with any questions.

<b>Senior Portrait Specifications:</b>	<b><a href="#">Senior Portrait Submission Link</a></b>	<b>Deadline: Oct 26</b>
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Your ID photo may be used in the yearbook if the submitted photo does not meet the deadline or specifications, so please be prepared in appropriate dress for your ID photo taken at registration.

**Technical and Aesthetic Specifications:** Area professional photographers who specialize in senior portraits should be aware of these technical specifications, but it is your responsibility to see that they are met.

1. Vertical, **300 resolution** digital image (.jpg, .png, .tiff) 2.5" x 3.5"
2. Color, indoor or outdoor **PROFESSIONAL** portrait
3. All photos must fit into the template. **Full body shots are not accepted.**
4. All photos must be color corrected for print.
5. Portraits must follow the school dress code.
6. Submission of portraits to the yearbook **release rights for use in other publications** should they be needed for honors, awards or other press purposes.
7. **Deadline to submit to the Google form: Friday October 26, 2018.**



**Senior Quotes**[Senior Quote Submission Link](#)**Deadline: Oct 26**

Senior Quotes: Senior Quotes are also due on October 26, 2018 and students must fill out the Google Form to submit their quote. The form allows students to edit and change their submissions until the October 26 deadline. Emailed quotes will not be accepted. **There is a limit of 150 characters/spaces.**

Since the yearbook is a reflection of our community, senior quotes MUST be school and community appropriate according to Elmbrook School Board policy. Questionable quotes, lyrics to songs or movie references deemed inappropriate are subject to be excluded from publication according to board policy. Publication discretion is up to the Yearbook Adviser and Editorial Staff in accordance with the Elmbrook School Board Policy.

**Graduation Video**[Video Collage Submission Link](#)**Deadline: March 26**

**Please submit a maximum of five photos to this form by Tuesday March 26, 2019.**

There will be two different presentations played at graduation.

1. Walking Across Stage: We will be using your senior portrait in the slideshow played when you receive your diplomas as you walk across the stage.
2. Video Collage: We will be using the photos you send in before March 26th -- which can be from your childhood, present day, etc. -- in a video collage played before the graduation ceremony.

**Ads for Grads**[Ads for Grads Submission Link](#)**Deadline: October 26**

## 2019 Brookfield East Yearbook - Ads for Grads Info

We are offering seniors the chance to have their own personalized ad in Brookfield East's yearbook that can be customized with your pictures and text. High-resolution **digital photos** will be accepted by only via [the form at this link](#). If there is a issue regarding the submission of photos please email us at [eastyearbook@elmbrookstudents.org](mailto:eastyearbook@elmbrookstudents.org). If Hard copies are submitted there is NO GUARANTEE they will or can be returned. Submitting hard copies is at your **OWN RISK**.

To reserve your Ad for Grad, the **deadline** for submitting your photos, text, and fee is **October 26th, 2018**. Any materials sent in after this date will only be included in the yearbook *if space permits*.

## ***Instructions to submit your Ad for Grad:***

1. Submit pictures and text to [the submission form at this link](#).
2. Mail/drop off check (payable to BEHS) and completed submission form (below) to:

Ms. Vicky Molitor - Yearbook Advisor  
Brookfield East High School  
3305 N. Lilly Road Brookfield, WI 53005

## **ADS FOR GRADS SUBMISSION FORM**

**Please fill out and submit with your payment. Due October 26, 2018**

### **Ads for Grads options:**

Please **circle** the size option that you wish to purchase.

ECHO staff will design the layouts

- |             |                       |          |
|-------------|-----------------------|----------|
| ▪ 1/8 page  | 1 Photo + Text        | \$85.00  |
| ▪ 1/4 page  | Up to 2 Photos + Text | \$120.00 |
| ▪ 1/2 page  | Up to 3 Photos + Text | \$180.00 |
| ▪ Full page | Up to 8 Photos + Text | \$300.00 |

**\*\*\* WE DO NOT ACCEPT PREMADE PROFESSIONAL ADS. \*\*\***

Student's Name: \_\_\_\_\_

Contact Name / Phone Number / E-Mail: \_\_\_\_\_

Number of pictures submitted via online submission form: \_\_\_\_\_

\_\_ Please check if special accommodations were set up via email.