

Dear Parents and Students:

In March, a letter was sent out regarding formal and informal senior portraits with Prestige. While the information in the letter still applies pertaining to requirements of the portraits, I am enclosing additional information about senior sentiments (ads), and due dates. Please do your absolute best to meet all of the deadlines for the 2018 yearbook.

### **Due Dates:**

Formal and Informal Portraits Due: October 20<sup>th</sup> **NO EXCEPTIONS**

Baby Pictures Due: October 20<sup>th</sup> **NO EXCEPTIONS**

Senior Sentiments (Ads) and Format Sheet Due: October 27<sup>th</sup> **NO EXCEPTIONS**

**\*\*\*All pictures taken by Prestige will be submitted to me by Prestige\*\*\***

As a reminder:

### **Formal Senior Picture:**

- **ALL FORMAL PORTRAITS MUST BE TAKEN BY PRESTIGE. Formal portraits from other photographers will NOT be accepted. All formal portraits should follow the guidelines below:**
  - The picture must have a blue or gray background.
  - This portrait must be a typical portrait: sitting only, vertical “head shot”
  - No hands allowed
  - No hats

### **Ladies:**

- Please wear the black drape that is typically supplied by photographers.
- You may wear a necklace of your choice.

### **Gentlemen:**

- Please wear a white buttoned-down shirt with a BG blue tie, navy or light blue.
- A suit jacket is optional.
- No hats for the formal photo.

### **Informal Picture:**

This picture could be one of the more casual photos taken by a photographer. The informal post does not have to be taken by Prestige. This photo should be of the student only. There are no limitations regarding pose, lighting, background, or dress. Please note however, that the Yearbook Committee reserves the right to

reject any picture for publication or material that is deemed unsuitable or in-line with our school's mission and Catholic teachings.

- You may submit a vertical or horizontal pose. Please keep in mind that depending on the layout of the senior section, the photograph may need to be slightly cropped.

#### **How to send Senior Pictures:**

- All pictures must be sent by email, **no exceptions**. Do **NOT** send in printed photographs.
- Email pictures to [bgyearbook@syrdiocese.org](mailto:bgyearbook@syrdiocese.org)
- All formal and informal pictures must be sent as a jpeg attachment.
- All pictures should be sent in its original size: 300 dpi resolution minimum.

#### **Senior Sentiment (Ad) Pricing:**

- 1/8 page color ad: \$35 (about the size of a business card)
- 1/4 page color ad: \$55 (about the size of 2 business cards)
- 1/2 page color ad: \$80
- Full page color ad: \$150

#### **How to send Senior Sentiments:**

- Pictures that you want included in an ad, please send as a jpeg attachment.
- Any writing that you wish to include should be sent separately in a Microsoft Word or compatible type document.
- Please do not cut and paste pictures on a word document, as they are not compatible with the yearbook software.
- In addition to sending your ad in an email, you must also submit the "Senior Sentiment Format Sheet."
  - Be sure to indicate how much space your ad will use
  - You may make notations on the back of the form with specifications that indicates how you would like your ad to appear in the yearbook
  - Be sure to include contact information
  - Please send a check with the form, **NO cash**, for the appropriate amount for your ad.

Thank you for taking the time to carefully review this information. Should you have any questions, please contact Ms. Kayla Purcell at [bgyearbook@syrdiocese.org](mailto:bgyearbook@syrdiocese.org) or [kpurcell@syrdiocese.org](mailto:kpurcell@syrdiocese.org).