

CHS Class of 2019 Senior Yearbook Information

Deadlines: Yearbook Prices:
August 2018 – December 16, 2018 – Yearbook Pre-Purchase Price \$650
Non-preorder purchases for possible extras in May- \$75
(To pre-order, payment options are available, please see the bookkeeper in the front office)

Senior Deadlines:
September 28, 2018 Senior Portraits Due (\$5 per business day late fee up to Oct. 16th)
November 9, 2018 Senior Tribute/Group Ads Due (aka baby ads)

Senior Portraits:

Regular school pictures will be taken by the school picture photographers during registration for all seniors. Seniors have the option to choose to purchase professional senior portraits in place of their school portrait. Professional portraits are not required; all seniors have the option to use their school photo. Professional senior portraits can be used to replace the school portrait. Student names will be listed as their legal name on file with the school as the day that senior portraits are due, name changes will not be made after this date. Sorry, no exceptions. Since the photo can be used legally for identification purposes, [the following requirements will be in effect](#) for any senior choosing to submit a professional portrait:

Portrait format:

- Wallet size, typically 2X3 inches- larger file size better
- **Vertical shot from the waist up** (Horizontal portraits will not be published). No full length shots. (see examples below)
- Include only the senior (no props, animals, or other people)
- Can be inside or outside shot
- No soft focus
- **Frontal view**, student must be looking at camera, not taken from the side, above, or below- front view
- Professional quality (school photo will be used if portrait submitted is not professional quality/resolution)
- Name submitted with picture MUST be the legal name on file with the school
- Portraits may be cropped to fit
- Portraits must include at least all of head and shoulders. No 'close-up' photos allowed

Dress Code:

- School dress code will be enforced. Please review the dress code online in its entirety here:
<http://www.cdaschools.org/cms/lib07/ID01906304/Centricity/domain/33/policies/500/517%20Student%20Dress%20Code%2010-7-13.pdf>
- Not following the dress code will prevent your portrait from being published. Notifications will not be given. Your school picture will be used instead.

Submission format/instructions:

- Students are responsible for supplying this submission information to their photographers.
- All photos must be submitted by email to btwitchell@cdaschools.org
- Files submitted by email will receive a confirmation email from the yearbook adviser btwitchell@cdaschools.org
- Digital portraits must be at least 300dpi in jpeg format (cell phone photos and facebook/social media files will not work).

- Pictures will not be accepted via hard copy prints.

The deadline for portrait submission is **Friday September 28th, 2018**. The most recent, available ID photo will be used in place of a senior portrait if a senior portrait is not submitted by the deadline or does not meet the above criteria. Final say on the appropriateness of all senior pictures is left to the discretion of the administration. Only students who are currently enrolled at CHS by the photo deadline will be included in the senior portraits section of the yearbook. The yearbook staff reserves the right to crop the picture as needed.

A list of senior names who have submitted professional portraits by the deadline will be outside room 601 and will be updated weekly started with the first week of school. Please allow 24 hours for your name to appear. If your name does NOT show up on the list, please email again. We can't be responsible for not publishing your professional photo if your name is not published on the list. We will also send out several emails to seniors and senior parents the list of the names of approved senior portraits. Administration has final say on approval of senior portraits.

Senior Ads: SENIOR TRIBUTE AD FINAL INFORMATION WILL BE CONFIRMED BY THE END OF THE SCHOOL.

Senior ads give the parent or guardian, the opportunity to congratulate their student on his or her accomplishments. The deadline for senior ad submission is **Friday November 3rd. Purchase and create ads online here:** <https://www.yearbookordercenter.com> Order Number 12303

- Pictures can be baby pictures, childhood pictures or senior pictures as long as they are school appropriate.
- Senior ads do NOT have to be done online. You can bring in the photo and information, with payment, and have the yearbook staff create the ad for you. Make sure to write legibly and to spell check. Yearbook staff is not responsible for misspellings on submitted materials.
- Pricing information can be found on the order center and start at \$55.
- The yearbook staff reserves the rights to edit your ad if words or pictures are not school appropriate.
- There are a limited number of ad pages. Ads will be accepted until the pages are full on a first come first serve basis.
- Here is a link to an online ad creation demonstration:
<https://www.yearbookordercenter.com/index.cfm/video/onlineAdHelp>

Senior Group Ads:

- Any senior group is welcome to purchase a full page group ad for \$250 that would congratulate seniors from that particular group. The deadline for senior group ad submission is **Friday November 9th**. Purchasing group ads will greatly reduce the price per student since the students will be splitting the cost of the ad. The group would be responsible for establishing a group coordinator who will collect all the pictures, money and words for the page and create it online by the deadline. There are a limited number of ad pages. Ads will be accepted until the pages are full on a first come first serve basis.
- Senior group ads do NOT have to be done online. You can bring in the photo and information, with payment, and have the yearbook staff create the ad for you.

Purchase and create ad online here: <https://www.yearbookordercenter.com> Order Number 12303

Here is a link to an online ad creation demonstration: <https://www.yearbookordercenter.com/index.cfm/video/onlineAdHelp>

Examples of groups:

- Seniors from elementary schools (Ramsey, Hayden, Borah, Atlas, Bryan, Fernan, Dalton, Hayden Meadows, Skyway, Sorenson, Winton)
- Seniors from middle schools (Woodland, Canfield, Lakes)

- Outside Club/Sport/Activity/Work or Job Groups (Sting, Crush, Thunder, Spotlight, Dance, Little League, Boy Scouts, Girl Scouts etc)
- School Sport Teams/Clubs/Activities/Groups
- Twelve year seniors (Seniors who have been in the district all 12 years)

Purchasing a Yearbook:

You may purchase a yearbook from the business office or online directly through Herff Jones. *Yearbooks can be purchased online here: <https://www.yearbookordercenter.com/> Order Number 12303

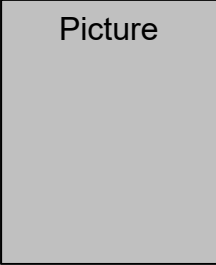
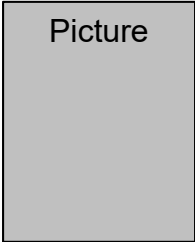
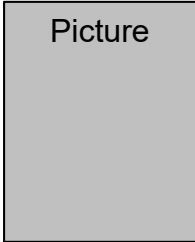
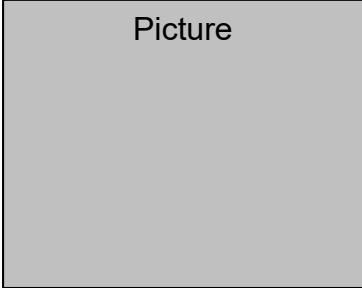
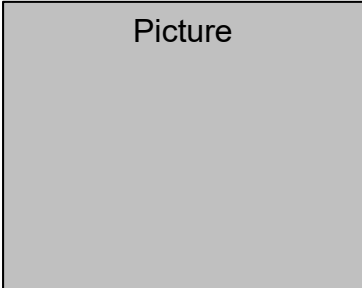
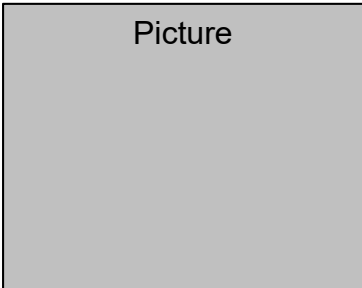
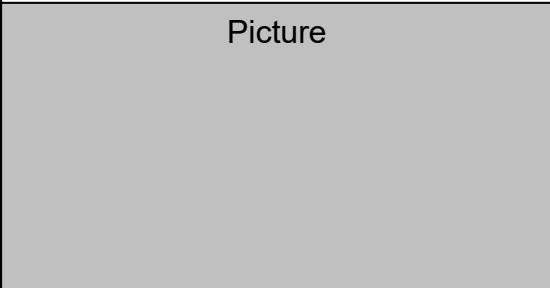
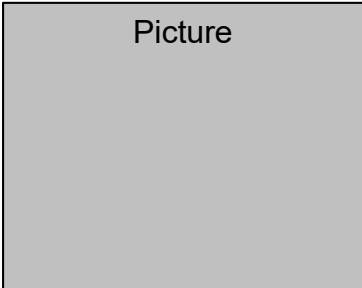
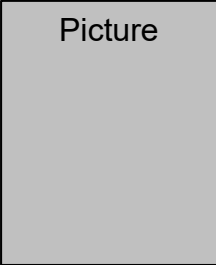
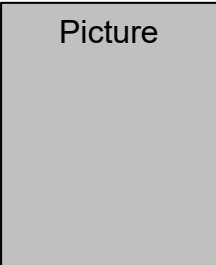
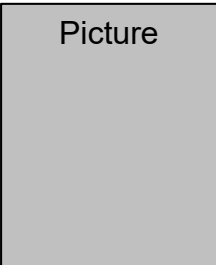
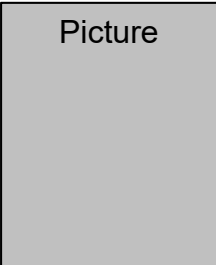
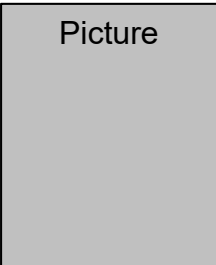
Sample Senior Portrait that fit the requirements-



Please note that the photos are straight on, at eye level, not from above or below, and that these are not “over the shoulder” or “looking back” poses.

Senior Yearbook Ad Examples (*design and format subject to change*)

Below is the basic format of yearbook senior ad pages (a left and right page are shown). Font and picture placement are not exact as we try to make every ad unique to the student. The dimensions below are only for visualization, they are not the actual size of ads.

| | | |
|---|---|---|
|  <p>Name 100 character message 1/8 pg - \$55</p> | <p>Name 200 character message 1/4 page - \$85</p>   | <p>Name 500 character message Full page - \$255</p>      |
|  <p>Name 100 character message 1/8 pg - \$55</p> | <p>Name 400 character message 1/2 page - \$155</p>     | |

