

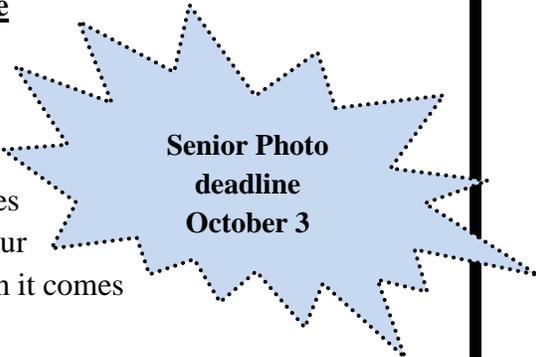
# Class of 2019

## Senior Photo Guidelines & Early Purchase Incentive

Class of 2019,

Congratulations! The school year is almost over and your official title “senior” is just around the corner. With that said, there are several things to be thinking about over the summer, one of them being your senior photo. The Capital Dome yearbook needs your senior photograph. The senior section is one of the most important sections of the yearbook, and we want every senior’s photo in it. Seniors are encouraged to provide their own picture for this section. **Senior pictures must be turned in (digitally) to Mrs. Selch in room 216 or at the CHS Main Office, by Wednesday, October 3, 2018.**

In order to meet the October 3 deadline, students will need to have their photo taken over the summer. Many photographers offer incentives for purchasing photos early. While we encourage you to explore your options during the photo session, there are a few things to consider when it comes time to submitting a yearbook photo.



Senior Photo  
deadline  
October 3

To have a personal or professional photographer submit a senior picture for the yearbook, the following must be followed:

- Photos must be submitted in digital format by email at [capitaldomeyearbook@gmail.com](mailto:capitaldomeyearbook@gmail.com) or on a CD/Jump Drive. The digital image must be no smaller than **2 x 3 inches and a resolution of 300 dpi**. Larger images are okay, as we will reduce to fit. *The photo must be a vertical pose (which means **portrait orientation—one that is taller, not wider**).*
- They must be saved as Lastname Firstname. For example, Anna Smith would be Smith Anna.
- No special effects or filters (example converting the picture to a drawing or painting).
- All photos are HIGHLY suggested to be in color--black and whites look neat until they are up against all the other colored photos, and then they do not stand out (just an observation!).
- *Scanned images from photographs may not be accepted due copyright infringement (photographers own the copy right on those photos so we need their permission to use them. By having them email the photo to us or send us a CD, it gives us permission to use them, as they are releasing the digital image).*
- Photos must be professional looking; they may not be sexual in content (avoid poses that show cleavage, midriffs or have suggestive behavior), cannot contain images or symbols of drugs or improper language.
- Photos should be head shots or a maximum of half your body in the photo, but **NO full body shots will be used**. \*\*\*Any full body shots will be cropped.
- Photos should **show the full face**—no side shots. We must be able to see who is in the picture.
- No props visible (ex: cars, babies, tombstones, alcohol, friends, weapons, animals, etc.)
- Dress should be **appropriate** attire: standard school dress is suggested--if dress is inappropriate, we have the right to Photoshop appropriate clothing onto you or not use your submitted photo.

Photos that do not adhere to these standards may be excluded from the yearbook. The student's school photo will be substituted if the requirements are not met or if we do not receive a photo by the deadline. Also, digital forms of senior photos will not be returned to the students, so be sure to turn it in via email, Facebook, or on a CD/jump drive that you do not need back.

### Senior ADS

Please keep in mind that the yearbook will be selling, "Senior Ads" to allow parents the opportunity to place an ad with photo(s) and congratulations to graduating seniors. Ads are sold by space and range from \$60 (1/8 page) to \$350 (full page). The deadline for senior ads will be **Wednesday, October 3, 2018; BUT if you turn in the ad and payment by Friday, September 21<sup>st</sup>, you will receive a free, one line name stamp (worth \$8.00)! This is on a first come, first serve basis. We have reserved a specific amount of pages for senior ads, when those are filled, we can no longer accept ads.**

Down payments on baby ads can be made. A non-refundable deposit of \$40 is required. The remainder is to be paid by Thursday, January 24<sup>th</sup>. This is to be done through Mrs. Selch in room 216.

**Early Bird  
Sale ends  
October 3**

### Buy Your Yearbook Early and SAVE!!!

Get in on our early bird sale for the 2017-2018 yearbooks! From now until **October 3, 2018** the books will be \$70. After October 3, they will permanently go up to a minimum of \$75. You can order online at [www.yearbookforever.com](http://www.yearbookforever.com) or submit payment to Capital High School using the attached order sheet.

You may also email us at [capitaldomeyearbook@gmail.com](mailto:capitaldomeyearbook@gmail.com) to reserve a copy of the yearbook, we will then send you an invoice in September with the options for the yearbook and to render payment. If you would like to reserve a copy, please include your student's name, mailing address, email, grade, and phone number.

Down payments on yearbooks are accepted as well. You can pay a non-refundable \$40 now to hold the book; and then pay the remainder of the cost upon delivery in May 2019. This is to be done through Mrs. Selch in room 216.

### Facebook

We also invite you to "friend" our Facebook page at: <http://www.facebook.com/capitalyearbook>. We will be utilizing this to share specials, give out reminders for senior ads, sales, etc., as well as to gather photos from students and parents to be used in the yearbook. If you would like to submit a photo for use in the yearbook, be sure to send a message with the picture attached and a small quote about what is taking place in the photo and who is in it, or just tag us in your photo! You may also submit your request to order a yearbook through a personal message on the Facebook site.

**Senior Ads  
free name  
stamp  
deadline  
September 21**

**Senior Ad  
down payment  
\$40**

**Yearbook  
down  
payment \$40**