

**To:** Parents and Students of the Class of 2011 and photography studios  
**From:** Hartland HS Yearbook Staff  
**Subject:** Senior Picture Specifications for Yearbook  
**Date:** June 2010

Please take note of the following information for the 2011 Hartland High School Yearbook and Composite Specifications.

**Specifications:** -- For Senior Pictures to be included in the 2011 Yearbook

**HEAD SIZE:** 1 ½" (bottom of chin to top of hair)

**OVERALL SIZE:** 2" x 3"

**A Traditional head and shoulders shot, Full Color print with light (no dark or black) background (*no outdoor pictures, black and white or sepia tones*): subject must be facing the camera (shoulder and face turned toward the camera) and *no hands or props* may appear in the image. Off-the-shoulder tops must be avoided so articles of clothing are visible even if we need to crop the photos.**

Please tell your studio that we would prefer a *digital* file (Resolution of 300 dpi) to be sent along with a print photo. Also tell your studio to send your photo without cropping lines on it for us.

**File must be named <2011\_lastname, first name.jpg>**

\* We also invite your child to submit an *additional* senior portrait of their choice or a kid picture (K- 3<sup>rd</sup> grade). This photo can be in either a horizontal or vertical layout and of any theme (which may include ones outside, with sports equipment, with a car, etc.). The yearbook staff still has the right to refuse publishing any portrait we do not deem as appropriate or that does not adhere to school policies. Please write your child's name lightly in ballpoint pen on the back of the photo.

## **DEADLINES:**

**By October 15, 2010:** Please submit the picture according to the above specifications of your senior students. The above specifications **MUST** be adhered to! If they are not, it may jeopardize your senior's photo in the yearbook.

Please e-mail your pictures and information to [yearbook@hartlandschools.us](mailto:yearbook@hartlandschools.us). Make sure to give a detailed subject in the subject line, including your name, so the spam filter will not block your e-mail. If not possible to send by e-mail, you may also mail your pictures and information to:

Hartland High School Yearbook – Room 331  
C/O Senior Editor  
10635 Dunham Road  
Hartland, MI 48353

If you have any questions please contact the yearbook staff at (810) 626-2343 or visit the Hartland High School Website – [www.HartlandYearbook.us](http://www.HartlandYearbook.us) – for more information!

**Please give this information to your photography studio!!!!**