

Hello JCHS Senior Guardians and Students,

The yearbook staff is wanting your senior's photo to be featured in the yearbook. Multiple students each year submit their professional photos to replace their original school photo. Remember, this is an **optional service** we provide to seniors. If you choose not to submit a photo, we will use the Lifetouch photo taken at the beginning of the year. The process is a breeze, but still takes time and instruction. In order to successfully have your photo in the yearbook please follow these steps:

1. Your photo must be submitted by **March 15th 2019 by 3:30 pm** NO EXCEPTIONS!!!
2. Photos must be **taken and submitted by a professional photographer**. We are under contract with Life Touch and provide all students with a photo at the beginning of the year; thus, we can only legally replace this photo with another taken by a professional photographer.
3. Your photographer must submit the photo digitally via e-mail. It must come directly from the photographer for permission of use. Photographer should send submissions to **beth.morgan@jersey100.org**
4. Ask your photographer for a carbon copy of the e-mail as proof of submission. As the deadline approaches people often contact me to see if the photo has been submitted, please have your photographer include you in the email so you have a receipt of submission.
5. Attached you will find the requirements that need to be given to your photographer for correct submission.

If you have any questions, please contact Mrs. Beth Morgan at **beth.morgan@jersey100.org**

Thank you,

Beth Morgan
JCHS Yearbook Advisor

Senior Portrait Photo Submission Requirements - Please give this to your photographer

- All images must be named as **LAST NAME, FIRST NAME** and should be submitted as a JPEG file.
- All images must follow a .8 aspect ratio. Because it is difficult to predict the size the photos will be used in the yearbook, the default image size is 640 X 800 pixels (2.133 x 2.667”) at 300 dpi.
- All images should be submitted in RGB at 8 bit/channel, 16 million colors using the sRGB profile. These color spaces provide the photographer with a visual rendition designed for print applications, when viewed using a calibrated color monitor.
- Please include the ICC profile information in the Readme file (see below) if it is not sRGB. Black & White images should be submitted as RGB. These images will be converted to grayscale by Jostens. The Readme.txt file should include the photographer, studio or lab name; contact name; mailing address; telephone number; email address; element/field order; ICC profile and/or special instructions.
- All photos should be submitted in **portrait form not landscape**
- All photos should be headshots if possible- the yearbook staff will not crop or zoom any photos.
- Photographers are responsible for carbon copying parents/guardians etc. to ensure delivery.
- All photos must be emailed directly to beth.morgan@jersey100.org by Friday, March 15, 2019 by 3:30 pm. No late submissions will be accepted.