



# Midland Public Schools

Inspiring Excellence

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August 21, 2023

Seniors/Parents and Guardians of Seniors:

The Charger Yearbook will continue to publish senior photos in color for next year's book. The staff wants everyone's picture to turn out well and to ensure that you look great, here are a few guidelines to follow:

## DEADLINE for submission is **Wednesday, November 22, 2023.**

*Please feel free to submit them as soon as you get them to avoid forgetting. We need them well enough in advance to be able to organize them.*

**SUBMISSION OPTIONS:** All photos must include **copyright release** if they are not being sent directly from the photographer. Please be aware that photos CANNOT run without the copyright release. **Please be aware that a print release is not the same.** The yearbook staff will need **permission** from the photographer to **PUBLISH** the image in the yearbook. This release is required for ALL photographers, not just those that have professional studios.

In an effort to streamline the collection process, a Google form will be used to collect student images. It is recommended that the photographer submit the form on behalf of the student in order to obtain the copyright release. However, if the family has documentation of the release to publish the image in the yearbook, they may fill the form out and upload the release document.

### **Senior Photo Form Submission**

**RESPONSIBILITY:** *While many photographers will submit the photo to our office, it is YOUR responsibility to make sure that it is done. A confirmation of the form will be sent to the person who submitted the image. If you need to check on your photo status, please contact Cammie Hall at [hallcs@midlandps.org](mailto:hallcs@midlandps.org).*

### **REQUIREMENTS:**

- Color or black and white: The book will be all color, but the option is yours to run a photo in black and white
- Pose: Must be a frontal pose. If you choose a full-body pose, please be aware that your face will be quite small on the page. We recommend "head and shoulders" poses, or at least waist up so that we can better see your face.
- Orientation: Must be oriented portrait, NOT landscape
- Resolution: Photos must be at least 300 dpi
- Crop size: 10 picas x 13 picas. If you do not know how to crop to these dimensions, our staff will crop the image for you.
- **NO ANIMALS. No PROPS that would obscure your face – that includes any hats**
- All photos submitted will be screened for appropriate content, including attire.
- REMEMBER, THE FOCUS IS YOU!