

**\*\*\*ATTENTION SENIORS\*\*\*\***

**PLEASE READ CAREFULLY!!**

**SHS Yearbook 2019 Portrait Requirements**

June 2018

**Dear Parents and Class of 2019,**

June 2019 will mark an important milestone for members of Sutherland's graduating class. To acknowledge this achievement, the staff of the Sutherland Yearbook would like to include an individual portrait of each class member in the 2019 yearbook.

*It is the responsibility of each family to choose a photographer for their child's senior portrait. Below are the specific requirements and guidelines to share with the photographer of your choice.*

**SHS Senior portrait requirements\***

- Picture print size-Standard wallet 2 5/8 by 3 1/2 (Gloss finish-No soft focus)
- Any portraits submitted in digital format must be on a disc or thumb drive in JPEG format with a minimum of 300 dpi
- Vertical Format
- Color Portrait ( No Sepia or Black & White photos)
- Head and Shoulders pose( head size not to exceed 1 1/2 inches)
- Neutral or solid colored background
- No hats, props or soft focus

**\*The SHS yearbook staff reserves the right to reject any photos not meeting the above specifications.**

**ALL STUDENTS SHOULD BE PHOTOGRAPHED BEFORE SEPTEMBER 30th 2018**

**YEARBOOK IMAGES MUST BE SUBMITTED TO THE DROP BOX IN THE MAIN OFFICE BY MONDAY October 15, 2018. Please note: any student who does not meet these deadlines will have their student ID photo included in senior section of the yearbook.**

**Your cooperation is necessary and greatly appreciated in helping to make the 2019 yearbook a success!**

**Thank you!            The 2019 Sutherland Yearbook staff**