

Dear Senior of 2018,

Within this document you will find important information regarding your senior pictures. Please pay special attention to this entire document, whether in bold or not.

Just a quick overview of what is due to Ms. O'Brien by Monday, October 2nd, 2017:

1. Your senior picture
2. Your senior quote
3. Your baby picture

We recommend that you have your senior picture taken this summer to make sure that you can make the deadline.

Due to the production schedule, we cannot make extensions.

First Requirement: The Senior Photo

Picture:

- Must be a formal headshot (head and shoulders only).
- Picture may be either in color or black and white.
- Attire must be neat, clean, and modest in your picture. Students should have a PA appropriate hairstyle. No hats or immodest accessories. Males must wear a collared shirt, and be clean-shaven. Females must wear a modest neckline with no bare shoulders and no t-shirts.
- Background should be a formal headshot (without props).
- The best results will come from digital originals of your photo.
- **If you fail to provide your photo by October 1, or your submission does not comply with our senior portrait guidelines, we will use your regular school portrait.**

Dimensions:

- Photo should be a vertical composition, not horizontal.
- Minimum photo size must be 2 x 3 inches at a resolution of 300 ppi.

Second Requirement: A Baby Photo

The senior section will include both senior and baby pictures.

- Please send a digital image. You should scan a larger photo to get a high resolution photo. If you do not have a scanner, you can have a photo scanned at a variety of places (Walgreens, Target, ProEx, National Camera, etc.)
- You should be wearing clothes! ☺
- If you do not meet the deadline, we will not include your baby picture in the yearbook.

Third Requirement: Senior Quote

The senior quote is a longstanding PA tradition and privilege. It is an opportunity for you to sum up your legacy here.

- Your quote must be 50 words or less. It should be only one quote, not multiple quotes.
- You must cite your source. Both the quote and source must be PA appropriate.
- Your quote may be original, but of course, must be appropriate for our whole community.
- It should be proofed with no typographical errors.
- If you do not meet this deadline or your submission is not PA appropriate, you will not have a senior quote in the yearbook.

The Deadline

- Monday, October 2, 2017. This is a firm deadline!
- We will not scan your photos. Email your photos and quote to maggie.obrien@providenceacademy.org with your name in the subject line (or at least within the email).
- Make sure that your photographer will not require us to sign a release for your picture. It will be used in a variety of school related events/publications (Yearbook, Gala, senior slide show, etc.).

PA reserves the right to:

- Edit your photo, only in order to make it compliant with the stated rules (if possible).
- Reject your photo and request a new one (this makes it all the more incumbent upon you to provide your photo to us in a timely manner).
- Reject your submission, in part or whole, if it is not received by Mr. Rousar before October 1.

Thank you in advance, Ms. O'Brien and the yearbook class.