

To: Juniors
From: Yearbook Staff

This summer, you should have your pictures taken for the **2018-2019** school year (senior pictures). These are some of the guidelines to follow to make sure that your picture is presented well in the yearbook. **TAKE THIS LETTER TO YOUR PHOTOGRAPHER WHEN YOU GO FOR YOUR APPOINTMENT!!!**

1. Pictures will be accepted digitally. Digital File Format • 300DPI • width 2.25” • height 3” • file format type JPEG. However, please make sure that each student is clearly identified. Emails should be sent to bartoky@masd.k12.wi.us
2. A plain background of any color works best.
3. A **color** head and shoulder shot is required. Hands in the picture are alright, but they may take attention away from you. Also, do not submit a picture that has your dog, cat, horse, motorcycle, ect. in it. Hats are also not allowed. You must be the main and only focal point in the yearbook picture.
4. Pictures must be in a yearbook staff member's hands no later than **October 2nd, 2018**, so **do not** wait to make an appointment with a photographer. Take care of this during the summer, because if you wait until fall, your photographer may not have time to get the proofs to you, wait for a final decision, and get you the picture. Most photographers will mail/email your picture directly to the school, but you must check with your photographer to make sure that he/she has sent it by the deadline, and if he/she will not send them to us, make sure that you bring them into room 206 by **October 2nd**. **If you do not wish to submit a senior photo, we will use your registration photo, provided it meets the guidelines on this page.**
5. No writing is acceptable on the picture itself, because it takes away from the picture.
6. Your outfit should comply 100% with Mukwonago High School dress code, which can be found and read in the Mukwonago High School Student Handbook.
7. **Once completed, the senior yearbook pages will be displayed outside room 206. It is the responsibility of each senior to check/proof these pages to ensure that your senior photo is exactly how you would like it to look in the yearbook.**

Thank you for your cooperation. Our main concern is to make the yearbook the best that it can be and to give each of you the chance to be represented at your best!!!