

# Senior Photos Submission for Canby High's Yearbook

Senior photos are due by November 15, 2019

This list of specifications should be given to your photographer in order that photographs sent to the Cougar Yearbook staff fit the specifications.

## Technical Specifications for Photo Composition

1. Photos may be in color or black and white, no other filters allowed. (Color is preferred.)
2. Bust shots only (from waist up), in portrait orientation (taller than wide).
3. In the photo the student's head should be approximately one inch tall.
4. Photos should be of only the graduating senior. Photos containing other people or props will not be accepted. Students also need to adhere to school dress code.
5. No borders, watermarks, camera dates or "selfies" will be accepted
6. High quality photos only

## Submission Method

### Electronic Submissions (Email) - *preferred method*

1. Resolution must be at least 300 DPI or larger when printed in wallet size
2. Email photograph to yearbook staff
  - Send to [chyearbook@canby.k12.or.us](mailto:chyearbook@canby.k12.or.us)
  - File must be a JPEG
  - Photograph's file name should be student's full name (no nicknames) ex: Smith, Joseph
  - Subject line for email should be "senior photo" and student name
3. Electronic Submissions will receive a reply confirmation email to the address the submission is sent from. For those who are submitted by a professional photographer, it is usually best to be cc'd on submission so you may also receive confirmation.

### Hard Copy Submissions (photo quality could be reduced)

1. Two identical printed photographs must be submitted
2. Prints must be at least wallet size (approximately 3.25" x 2.5")
3. Place photo in sealed envelope and include full name and "yearbook photo" on front of the envelope (DO NOT WRITE ON BACK OF PHOTO as it can imprint the photo which is visible when scanned)
4. Deliver photographs in envelope to yearbook staff
  - a. Deliver them to Ms. Czerkies at Canby High School in room 409 or to her mail box in the office, *or*
  - b. Send them to:

Canby High School  
Attn: Yearbook Staff  
721 SW 4<sup>th</sup> Ave  
Canby OR 97013

### Other Submissions Formats

If you would like to submit your photo in another way (such as on a CD or flash drive), contact Ms. Czerkies regarding the process. Email is best: [czerkiej@canby.k12.or.us](mailto:czerkiej@canby.k12.or.us).

Again, the final date senior photographs will be accepted is **Friday November 15, 2019**.

\*\*Students who do not submit a photograph or who submit a photograph that does not meet the specifications listed above will have their photo replaced with their student identification photograph. A list of students who have submitted an accepted senior photo will be posted at the beginning of Trimester 2.

If you have additional questions, please contact Ms. Czerkies at 503-263-7200 x 5409 or [czerkiej@canby.k12.or.us](mailto:czerkiej@canby.k12.or.us)