

**2019-2020 SENIORS
CVU YEARBOOK NEWS**

To: Members of the Class of 2020 and Parents
From: Yearbook Advisor
Date: June 2019
Re: **SENIOR PHOTO REQUIREMENTS & SUBMISSION DATES**

**DUE DATE FOR SENIOR PHOTOS
FRIDAY, OCTOBER 25**

**Label electronic photos with
Last Name, First Name.jpg
*ie: Smith, John.jpg***

Congratulations on your upcoming senior year of high school! This is an extremely important and exciting time for all of you. We hope you have had an enjoyable, restful summer and are starting to think about your **yearbook senior portrait**. The due date will be here before you know it, and **the following information will help you plan for your senior portraits** and ensure that your photographs in the yearbook will be treasured by you for a lifetime.

YOUR SENIOR PICTURE - All senior portraits should be wallet sized (2 ½ “ x 3 ½”) and should be submitted in color. Remember that our yearbook is magazine quality printing, so please be advised that **only the original image should be submitted**, as it will have the high resolution needed. Photos downloaded from social media will have a lower resolution and we cannot use them. If you are submitting a 3 x 5 or 4 x 6 picture (prints normally taken with a 35mm camera), please be aware that the yearbook staff may need to crop the picture to fit the appropriate space. The **photo should be vertical orientation** (portrait) – **not** horizontal orientation (landscape). Try to stay within the size requirements as you may lose parts of the photograph which you want included.

The quality of the image will be much better if you **submit the photo via e-mail**. If your senior portrait is taken with a digital camera, be sure the minimum resolution is 300 dpi (most digital cameras purchased in the last few years will meet this minimum. **Please contact us if there are any questions**). PLEASE DO NOT submit your digital picture on photo paper. You will be very disappointed with the quality of the photo in the yearbook.

HOW TO SUBMIT PHOTOS - In order to make this process as easy as possible, we are providing several options for photo submission:

- By e-mail to cvuyearbook@cvsdvt.org
- Online. Log on to www.ReplayIt.com and search for Champlain Valley Union High School. You will be asked to set up an account to use. It is safe and secure. Please confirm that you have used this method of sharing your senior's image by sending us an e-mail.
- Photos can be submitted to the Main Office – make sure you hand deliver your picture to the Main Office and be sure it's clearly identified;
- By mail to the high school, C/O, Yearbook Advisor
- **If you are having your photo taken by Lifetouch Photography on picture day, September 10th we will receive the file directly from them. Please note that you need to tell us to use this photo!**

Contact information either on the back of the photos, on the CD, or in the body of the e-mail is important in case the staff needs additional information.

Be sure to include your first and last name on the back of all photographs or clearly label the CD, if submitted in this format. Please print neatly. **If photos are submitted via e-mail, please identify the name of the senior in the subject line or body of the e-mail.**

Save your image using Last Name, First Name.jpg ie: Smith, John.jpg.

If you do NOT submit a senior portrait, we will AUTOMATICALLY use your school ID picture. **Lifetouch, our official school photographer, will be at the high school on Monday, September 10th for all student portraits. They will assist you in taking a personalized, high quality senior portrait!**

DUE DATE: SENIOR PORTRAITS WILL BE DUE ON FRIDAY, OCTOBER 25. The Yearbook Staff has strict production deadlines to meet and your cooperation helps us meet our due dates. If you have trouble meeting this deadline, please notify us immediately. We can help!

If you have any questions, please call us at 482-7100 or e-mail cvuyearbook@cvsdvt.org. The goal of the yearbook staff is to help make this as easy and stress-free as possible for all Seniors and parents, and to produce a memorable yearbook for all of you.