



Dear Senior:

Here are the senior portrait specs for the Lansing Catholic High School yearbook. The Reflection staff needs to have your senior pictures delivered by **October 29**. They can either be delivered to **Mrs. Kramarczyk** at the high school or emailed.

All senior pictures will be printed in color. We are also requesting that photos be submitted **digitally** if possible. It is our strong preference. If you are unable to submit digitally, glossy prints are still acceptable as long as they adhere to our specifications. (Glossy paper. No matte finish. No laser printer or jet printer prints. Must be a continuous tone print.)

**Please adhere to these portrait specifications:**

- Width: 1 2/3 inches
- Length: 2 inches
- Head size: 1 inches
- Background: Dark. Preferably Yearbook Gray, but it must be a dark color (black, brown, blue, etc.) No outdoor scenes. No wood. No bricks.

**Please make sure your poses follow these guidelines:**

- **Head and shoulders** pose with both eyes showing (no full body shots will be accepted)
- Color (no black and white images)
- No props (balls, jackets, pets, equipment, etc.)
- No hands should be showing in the picture
- No names or dates are allowed to be showing on the photo

**Please make sure your digital images meet these guidelines:**

- 300 dpi
- RGB or CMYK
- JPG or .TIFF format
- Submitted on CD or email attachment is preferred

**NOTE:** Those photos not meeting the guidelines will not be used in the yearbook. A standard school photo may be substituted. Photos submitted after the due date cannot be guaranteed a place in the yearbook.

**IN ADDITION:** Seniors who do not have their picture taken at Okemos Studio will also be required to turn in a \$6.00 class composite fee to Mrs. Kramarczyk. This composite is created by Okemos Studio, therefore, students who have their photos taken at another studio are responsible for this cost. This fee is also due on October 29 and checks should be made payable to Lansing Catholic.

If there are any questions or problems, please feel free to contact Mrs. Kramarczyk at 517-267-2116 or [Kramarczyk@lansingcatholic.org](mailto:Kramarczyk@lansingcatholic.org)

Sincerely,

Mrs. Kramarczyk