



## Class of 2019 Yearbook Senior Portrait Requirements

Below are the requirements for senior portrait submission for the Reflections yearbook and the class composite at Lansing Catholic High School. Do not delay in scheduling your senior portrait session as it takes about a month from the time of the appointment to receiving your images for submission.

Only professional photos taken indoors using our requirements will be accepted! These images must be head and shoulder poses in full color with a plain, subdued background with no props or hands showing.

Submission: We prefer photos to be sent via email to [jodi.kramarczyk@lansingcatholic.org](mailto:jodi.kramarczyk@lansingcatholic.org). Photos should be a .jpg file and at a 300 dpi resolution in sRGB format. **DEADLINE FOR SUBMISSION is DECEMBER 5, 2018.**

### **Please adhere to the following guidelines:**

- Digital image submission preferred
- Head size: 1 inch
- Standard head and shoulders pose with both eyes showing (no full body shots will be accepted)
- Background: Traditional background, basic colors (dark grey, brown, blue, black)
- No white backgrounds and no outdoor shots
- No nature backgrounds, bricks, trees, etc. No colors like red, purple, bright green, etc.
- 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

**NOTE:** Those photos not meeting the guidelines will not be used in the yearbook. A standard school photo on file 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 in the main office. This composite is created by Okemos Studio, therefore, students who have their photo taken at another studio are responsible for this cost. This fee is also due on December 5, 2018. Checks made payable to Lansing Catholic High School.

**QUESTIONS?** Contact Mrs. Kramarczyk in the main office or by phone/email at 517-267-2116 or [jodi.kramarczyk@lansingcatholic.org](mailto:jodi.kramarczyk@lansingcatholic.org).