

SENIORS WE NEED YOUR PICTURES & QUOTES FOR THE YEARBOOK

1st DEADLINE IS FRIDAY, OCTOBER 18th, 2024

IMPORTANT INFORMATION

- Please, **schedule appointments in the summer** before the school year begins if possible. ▪

Senior portrait SUBMISSION DEADLINE is Friday, October 18th, 2024.

- *No senior photos will be accepted after the deadline. Deadlines for senior photos coincide with publication deadlines and cannot be changed.*

- **Submit senior portraits by emailing, ctolonen@sfsd.k12.wi.us**

PICTURE REQUIREMENTS

School pictures will be taken in the fall, but you are not required to use the senior photo supplied by St. Francis.

However, everyone must get their picture taken for student IDs and backup pictures for the yearbook. *Warning: If you do not supply a senior picture of your own or submit a photo that does not meet the requirements outlined in this document, the school ID picture will be used for class photos. The staff reserves the right to reject photos and/or ask seniors to make changes to conform to the set standards.*

- No print overlays (e.g. 2024 seniors)
- No black and white photos
- Traditional background
- Portrait should be the focal point, not the background. It is highly recommended that the head and shoulders are the main features.
- **We prefer digital photos—photo files (JPEG, TIFF, or PDF), resolution (300 dpi or higher), dimensions (minimum: 2.25” wide, 3” height).**
- Pictures can be submitted in one of three ways by Friday, October 18th, 2024
 - Hand in a paper copy of your picture to the HS Main Office. The student's first and last name must be printed on the back.
- Email a digital image to Mr. Tolonen at ctolone@sfsd.k12.wi.us
- Clothing must follow school dress codes and policies (i.e. no alcoholic advertisements or inappropriate clothing or accessories).

QUOTE REQUIREMENT

- Senior quotes must be 20 words or under.
- Cite famous quotes (list who said them) if not using your own wording.
- Quotes must be appropriate and tasteful.
- Email senior quotes along with senior pictures.
 - *Warning: The staff reserves the right to reject senior quotes and/or ask seniors to make changes to conform to the set standards. Copy editing, such as grammatical changes, may be applied and longer quotes may be shortened*

OPTIONAL BABY PICTURE REQUIREMENT

- One picture can be scanned into me if you do not have a digital copy or brought to the office. (You will get this picture back at the end of the year when the yearbooks are handed out.)
- The idea is to have enough baby pictures to fill a page, so this is not guaranteed to be in the book if we do not have enough students participating in this part of the yearbook.

If you have any further questions please contact Mr. Tolonen, at ctolone@sfsd.k12.wi.us