

2017-2018 WMHS Yearbook and Class Composite Requirements

HOW TO BE INCLUDED IN THE YEARBOOK AND

CLASS COMPOSITE IN SIX EASY STEPS!

1. Check to make sure that your name and grade level are correct on your student identification card. Let Ms. Vasiloff (room 229) know if there are any errors before December 1st. We base the senior section of the yearbook off the registration records obtained at the start of the year and will not be held responsible for any errors. If we do not receive a senior picture from you, your Lifetouch school ID picture will be used for the yearbook, but you will not be included in the composite.
2. Make an appointment to get your senior photo taken ASAP! Don't wait until the last minute! Focal Point is our preferred photographer based on years of quality photos in our yearbook. If you don't believe us, take a look at their website: <http://fpstudio.net>. If you choose to use another photographer, please note that WMHS is not responsible for the quality, this includes the resolution and sizing, of your photo in the yearbook.
3. Take the specifications with you to your appointment and be aware of what type of picture you need taken for the yearbook and composite. The specifications for the yearbook and the class composite (the large group picture put together by FP that shows everyone who graduated) are the same. FP knows the requirements, however, your other local photographer may not. Take this sheet and ask them to follow the specifications listed below. Please check out a sample picture at waynememorialyearbook.weebly.com to ensure what you turn in matches the requirements. If you do not follow these specifications, we will use your Lifetouch picture in the yearbook.

Yearbook and Composite Specifications

- A **medium gray** background is required with a traditional head & shoulder pose.
- NO props or hats, NO soft focus, NO hands, NO cap & gown, NO outdoor shots.
- Please dress appropriately. NO strapless tops. NO wording on clothing.
- The composite dimensions are as follows:

WIDTH: 2 1/2" **LENGTH:** 3 1/2" **DPI:** 300
FORMAT: JPG **HEAD SIZE:** 1 1/2" **COLOR SPACE:** SRGB
SPACE BETWEEN TOP OF IMAGE & TOP OF HEAD: 1/2"
IMAGE MUST READ: last name first name_WMHS

4. Make sure you have a high resolution copy of your yearbook/composite picture on a CD. There is a two step process to be included in the yearbook and composite.

STEP 1- WMHS-YEARBOOK

Please submit your high resolution yearbook photo on a CD (**DO NOT EMAIL**) to the Spectator office (room 229) at Wayne Memorial by **December 1, 2017. This date is firm due to publishing deadlines.** CDs will not be accepted in the main office and will not be returned. Contact Nicole Vasiloff at vasiloffn@wwcsd.net if you have any questions.

STEP 2 – FOCAL POINT – CLASS COMPOSITE

Please submit your composite photo to Focal Point Studio no later than **January 31, 2018.** **You can only submit your class composite photo through our website at fpstudio.net.** **Focal Point will not accept emailed photos or photos on CD.**

Class Composite Payment Choices

1. No additional charges when photographed at Focal Point studio **OR**
 2. Pay \$10.60 to submit another photographer's composite photo to Focal Point **OR**
 3. Pay \$21.20 to also receive a copy of the class composite at graduation time
5. Make sure to take a look at the yearbook proofs at lunch! We will have a copy of the yearbook pages during the senior proofing period (TBA). This will be your only chance to double check that the correct senior picture has been included in the yearbook and that your name is spelled correctly. There will be a friendly yearbook staff member present during all lunches to take note of any name changes. We will NOT accept any additional photos. **It is your responsibility to check the spelling of your name and your picture. We will not be held responsible for any errors in the yearbook. Refunds will not be given.**
 6. Lastly, don't forget to order your yearbook at ybpay.lifetouch.com at the start of the school year. Not only will you save \$10 by pre-ordering, but you are guaranteed a yearbook!