

To: Parents and Students of the Class of 2023 & Photography Studios
From: Hartland HS Yearbook Staff
Subject: Senior Picture Specifications for the 2023 Yearbook

Please take note of the following information for the 2023 Hartland High School Yearbook and Composite Specifications.

Specifications: -- For Senior Pictures to be included in the Yearbook

An upper body shot, Full Color print. VERTICAL ORIENTATION!!— You may submit a traditional portrait, full-body shot, inside or outside photo but no black and white, no sepia tones, and no pets or props: subject must be facing the camera (shoulder and face turned toward the camera). **Off-the-shoulder tops must be avoided so articles of clothing are visible even if we need to crop the photos. All pictures must be school appropriate and need to be approved by the yearbook staff and possibly Hartland HS administration.**

Please tell your studio that we will accept a *digital* file (resolution 300dpi minimum) to be uploaded to <https://images.jostens.com/ImageShare/upload> Remember if your studio is submitting your senior photo via email, the yearbook staff will send a confirmation or follow-up email to the studio, as well as print a copy to be delivered to the student. Too many studios have sent emails without checking for responses from us confirming or asking for follow-up, so we are attempting to make it as foolproof as possible. Regardless of the way a student's picture was submitted, the yearbook staff will check to see that the photo meets requirements and is stored as a jpg and will then send a receipt confirming acceptance of the portrait and that receipt will be delivered to the student's school email. If your student has not received a receipt, we have not received his or her portrait.

File must contain student's name <lastname,firstname.jpg>

Email Address: yearbook@hartlandschools.us

DEADLINE:

Please submit portraits by **Friday, October 14, 2022:** The above specifications **MUST** be adhered to in order for the portrait to be approved for publication.

If you have any questions please contact the yearbook staff or adviser via email:

Staff Email Address: yearbook@hartlandschools.us

Adviser Email Address: jenlhota@hartlandschools.us

Yearbook online sales will begin August 1, 2022

<https://www.jostens.com/apps/store/comingsoon/1064174/20220603151529600103?begindate=20220801>