

July 2, 2018

Dear Parents and Class of 2019:

With your junior year completed, it's time to start thinking about your upcoming senior year, which means preparing for senior yearbook portraits and senior quotes. The following are requirements to follow while making arrangements for your senior portraits as well as guidelines for senior quotes. Empire Photography at Hamilton Pictures, Locks, and Parking Days or a private studio of your choice are two options for your senior photos.

Timeline Requirements

Senior pictures should be taken during summer break when using a private studio. The yearbook picture AND senior quote need to be turned in on or before **NOVEMBER 30, 2018**. They should be placed in the **drop-box** located at **Office A** if on disk or flash drive or **emailed to hhsyrbk@hamilton.k12.wi.us**.

Seniors must have their picture taken by Empire Photography at August's Picture, Locks and Parking Days for their student I.D. If a picture from a private photographer is not submitted, your Empire photo will be included in the senior section of the yearbook.

Picture Composition Requirements

Senior pictures should be a traditional head and shoulder shot. Full body pictures and props are **NOT** allowed. Props include, but are not limited to: hats, pets, cars, chairs, sports equipment, musical instruments, etc. We do not allow full body photos simply because your face is too small to be clearly seen; props are not allowed as we want to see YOU, not your "stuff."

Picture Submission Requirements

Pictures must be submitted as a **JPEG** on a CD, flash drive OR emailed to yearbook. CDs must be in a protective case with **FIRST and LAST name** clearly written on the disk. Flash drives should be clearly labeled with **FIRST and LAST name**. Emailed photos should be sent to hhsyrbk@hamilton.k12.wi.us and your **FIRST and LAST name should be in the subject line**.

Image should be **325 resolution** (pixels/inch).

Please discuss the delivery process with your photographer to ensure a timely delivery.

It is YOUR responsibility to make your photographer aware of these requirements and deadlines!

Schedule your senior portrait appointment soon!

Senior Quote Requirements

Your quote must meet the following requirements or it will NOT be used.

1. Quotes should be school appropriate and not include profanity, racial slurs, sexual references, or other qualities that may be found offensive and/or inappropriate.
2. Quotes should not contain “shout outs” to or about other students or teachers. This rule is in place because of the potential of a quote offending the person it references.
3. Quotes must be no more than 12 words or 195 characters.
4. Quotes should be from a recognized author or artist. Please include the source.
5. Be sure to include your name with the quote.

All quotes are subject to review by yearbook staff and administration. Failure to follow guidelines may result in your quote not being printed.

We encourage seniors to submit quotes that reflect good decorum and to choose a quote that makes a positive statement about themselves and/or our world. Your quote will be a record of who you are and what you believe in for years to come!

Yearbook reserves the right to edit, censor or omit quotes without notice.

Senior Quote Submission Requirements

Quotes must be turned in by **November 30, 2018, the same deadline as senior pictures**. They can be submitted as a word document on a flash drive with senior pictures, as a note taped to a disc containing the senior photo, or submitted in an email with senior photos.

Please contact us with any questions at: hhsyrbk@hamilton.k12.wi.us

No late submissions will be accepted.

Thank you,

Ms. Nikki Hammer, Advisor