

Dear Member of the Class of 2019:

June, 2018

Re: **Senior portrait specifications**

It is important that all seniors—regardless of the photographer they choose—follow the guidelines given below. Photos that do not conform to these specifications will be returned. Your photographer will be taking a wide variety of poses. **Be sure you select the correct picture to submit for the yearbook.** (See sample pictures below.)

1. Head size on a wallet-sized digital image sent to *Talon* must measure 1-1/2 inches vertically, 7/8 of an inch from chin to eyebrow. Please have your photographer send a digital image to Ms. Brechtl at [brechtls@milton.k12.wi.us](mailto:brechtls@milton.k12.wi.us) or mail a CD with your jpeg image to Sarah Brechtl at the address above.
  2. Backgrounds must be **light and solid**, not mottled or dark. **Backgrounds should be plain**—no flowers, blinds, scenery, animals, tie-dye, frosted glass, etc.
  3. Girls should wear dark, solid colored tops. Boys should wear a jacket and tie (preferred) or a solid-colored shirt/sweater. Tank tops are not acceptable.
  4. Pose selected must be a **full-face, head and shoulders shot only**. You should be looking at the camera: **no tilts, profiles, over-the-shoulder poses, arms or hands.**
  5. **We will not accept glamour-type photos** using blurred filters, exotic make-up, seductive poses, etc.
- **Photos which do not meet these specifications will be returned, thus your picture may not be in the yearbook.**
  - We must have them no later than **November 1, 2018**. We cannot guarantee that any photo received after Nov. 4 will be in alphabetical order or even in the yearbook at all.
  - **We prefer photos to be in digital format and sent to us via email or on a CD in jpeg form. If you plan to use a Life Touch photo taken from your school photo identification card, please notify Ms. Brechtl.**
  - The yearbook staff will schedule a day after Nov. 1 to take photos of any students who were unable to have a professional photograph taken. Please notify Ms. Brechtl if you would like to have the yearbook staff take your photograph.
  - **Please bring this letter with you to your photographer.**

Thank you for your cooperation, and please feel free to email me with any questions.

Sarah Brechtl

[brechtls@milton.k12.wi.us](mailto:brechtls@milton.k12.wi.us)

**NO**



**YES**

