

## SENIOR PORTRAIT SUBMISSION PROCEDURES for the Timberlane Regional HS Yearbook

Senior yearbook photos are due on **October 31st**. If you cannot make this deadline you must notify the yearbook advisors as to when the photo will be available.

Senior portraits published are **head shots**. *Full body shots will be cropped by the yearbook staff to display only head and shoulders.* Also, horizontal poses are not good portrait selections for the yearbook and may not look as intended when cropped for the yearbook.

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**GESKUS Photography** is the contracted photographer for the high school. **ONLY** photos taken by the school photographer are **GUARANTEED** to be published in the yearbook.

*Students may submit portraits from other photographers. While every effort will be made to include submissions by another photographer, because such submissions may not be in a standard format, may have problems in compatibility, and/or may require special efforts for tracking, they cannot be guaranteed for inclusion.*

**Please read the complete district policy which can be found at:**

<http://www.timberlane.net/policies/JICEA%20Year%20Book%20Portrait%20and%20Submissions.pdf>

Appointments for senior photos are being made for GESKUS Photography's **Manchester and Rye Beach locations**. Appointments are limited so it is best to schedule quickly. Using GESKUS is free; there is **no sitting fee** for the appointment, and you are not obligated to purchase photos in order to be included in the yearbook. In order to have your portrait available by the deadline, you should arrange your photo appointment for no later than late September.

**Summer dates on site at TRHS are: August 9, 10 and 11th.**

Call 1-800-948-1120 for all appointments.

GESKUS will submit all TRHS student's photos directly to the yearbook staff for you.

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If you are submitting portraits **from other photographers or submitting a personal photo**, please submit as follows:

-Digital photo (ideally) **MUST** be in JPEG or TIFF format, highest quality: 1-3 mega-pixel (max), and have a 3x5, 4x6, or 5x7 aspect ratio. A printed photo can be submitted as well.

-**All district policies must be followed**. Specifically, **no props** can be in the yearbook photo, and TRHS **dress code applies** (no hats). Please be sure to read the complete district policy regarding yearbook photos and props.

-Underclassmen photos are not accepted, only senior photos can be submitted.

-Submit only one picture of each student, we cannot accept multiple pictures of the same student.

-Photos are to be **e-mailed** to BOTH advisors. (This covers server issues resulting from file size limitations). The e-mail addresses are listed below. We will reply to the e-mail that the portraits were received (please resend if you do not get a response within 24 hours of sending the files).

-If e-mail is not possible, a disk (that will NOT be returned) can be submitted. The photographer must label the disk with "SENIOR PORTRAITS", photographer name, photographer phone number, and student last name(s). The photographer may (and should) include all other Timberlane students on the same disk. The disk may be dropped off at the school or mailed to:

Timberlane Regional High School, Attn: Yearbook Advisors, 36 Greenough Road Plaistow, NH 03865

Please address any questions or concerns to the TRHS yearbook advisors:

**Jennifer Clark:** Jennifer.Clark@timberlane.net

**Meaghan McQueen:** Meaghan.McQueen@timberlane.net