

YEARBOOK Senior section instructions:

Follow all instructions carefully.

The due date for these materials is **FRIDAY, SEPTEMBER 11, 2009.**

All materials should be e-mailed to yearbook.tchs@juno.com

Your full name should be in the "re" space.

Each item should be a separate attachment in this e-mail and each should be labeled. We will acknowledge your e-mail.

If you must submit a hard copy of a photo, it should be in an envelope with your name written on the back and given directly to Mrs. D'Aquila in room 214

THE YEARBOOK STAFF RESERVES THE RIGHT TO EDIT ANYTHING YOU SUBMIT. We will not contact you to correct or change your submissions.

1. **Formal portrait**- taken by Hay Photographers-follow the instructions given in the letter that was mailed to your home. A copy of your chosen portrait is provided by the studio. **If you do not have your portrait taken we will use your most recent yearbook photo.**

2. **Baby Picture**-e-mail as an attachment (labeled "baby picture") to yearbook.tchs@juno.com be sure your name is included in the message. A hard copy of the photo can be given to the yearbook if you are unable to send it as an e-mail

3. **A Personal Photo**- e-mail as an attachment (labeled "personal photo") to yearbook.tchs@juno.com be sure your name is included in the message. A hard copy of the photo can be given to the yearbook if you are unable to send it as an e-mail- this **photo must be appropriate for publication** in the yearbook and for the size and shape of the space it will be placed in.

4. **A Quote**- this quote should be approximately 110 characters(LETTERS + SPACES) in length, accurate, and attributed to the correct source, no anonymous quotes will be used-**the quote must be appropriate for publication in the yearbook,** -e-mail as an attachment(labeled "quote") to yearbook.tchs@juno.com. If you do not choose a quote an appropriate bible verse will be selected for you.

5. **A Personal Message**- this message should be 2 sentences(ONLY) and no more than 200 characters(LETTERS+SPACES), the focus of the message should be thank you, goodbye and final thoughts on your high school years, the meaning of the message should be clearly understood-YOU MAY NOT INCLUDE INITIALS, DATES, NUMBERS OR ABBREVIATIONS-**THEY WILL BE REMOVED**

E-mail as an attachment (labeled "personal message") to yearbook.tchs@juno.com

Please pay attention to the size & shape of the photo space. SEE BACK FOR A VIEW OF THE PAGE LAYOUT



FORMAL PORTRAIT
2 ¼ x 3”

QUOTE

BABY
PICTURE
1 ¾ x 1 ½ “

name

PERSONAL PHOTO
2 x 1 1/8”

****THIS IS THE ACTUAL SIZE OF THE
PHOTO BOXES
*PAY ATTENTION TO THE SHAPE OF
THE BOX
*DO NOT CROP YOUR PHOTOS***