

# YEARBOOK

## **I. Responsibilities:**

- *Class photos are due at the end of November as well as the first set of Random (Candid) shots.*
- **NOTE:** *The group photo is the one that goes on the portrait page for each class. You can also periodically check in with your teacher to see if everyone is present at school on a certain day, and you could coordinate with your teacher on a good time to take the photo. Right before recess is a good time... have the kids line up on the playscape, or dome, etc. That makes a great shot.*
- *Class photos will be revisited in January for classrooms who have gained or lost students.*
- *All Candid Photos for the yearbook are due at the end of January. These candid shots will be used to create the collage pages in the back of the yearbook. They can be from everyday school life; playground; library; gym; cafeteria; or from special events such as field trips; class musical performances; PJ Day; Crazy Hair Day or any other Spirit Day. This can also include PTA Events, such as the Ice Cream Social or other family fun nights.*

*Try to remember to bring your camera with you whenever you go to school or a school-related event.*

## **II. What Makes a Good Group Photo:**

- *Make sure the camera is set at the highest resolution at least 1mb or larger, anything smaller will be fuzzy in the yearbook pictures.*
- *Use the flash*
- *Landscape orientation is best*
- *Please, NO cell phone pictures*

- *No funny faces, bunny ears, hook'em horns, etc.*
- *If taken outside, beware of some students being in very dark shadows, bright sun making for squinting eyes. (Outside shots are nice, but work best on a cloudy day)*

### ***III. What Makes a Good Candid Shot:***

- *The more faces in the collage pages, the better. Try to get fairly close-up photos of small groups (4-8) kids. A big close-up of one face may be a great photo, but doesn't leave room for other kids on the page.*
  - *If you've taken a great shot of the entire classroom or just two students doing some neat science experiment- send it in!*
- The Yearbook Committee tries to get ALL of the classes and as many students as possible in the collages, but they are not able to do it without your photos!*

### ***IV. How to Submit Photos:***

- *DIGITAL photos only please.*
- *Email your photos to [yearbook@ohepta.org](mailto:yearbook@ohepta.org) (You may start submitting them NOW)*
- *If you have a lot of photos to submit, you may submit a CD. Send it to the Yearbook Committee by placing the CD in an envelope marked Yearbook. Give the envelope to your child's teacher or place it in the Yearbook mailbox in the teachers' lunchroom. Be sure to LABEL the CD with your name and the teacher's name*