

## Format

The photo should be a vertical head and shoulders shot with a solid, dark (black, brown, navy, dark gray) background. Avoid walls and fences.

Outside photos will not be accepted because an outdoor background is rarely solid.

Digital photos via email are preferred.

Save the photo as a jpg and send it as an attachment. Make the file about 1 MB.

Name the file like this: last name\_first name.jpg.

The photo can be black and white or color. The yearbook is in color.

## Composition

Head size should be similar to the example. Include the entire head and some background.

Avoid halos effects around the head.

Crop just below the shoulders across the chest.

No other part of the body should be included such as hands, arms, torso or whole body shots.

Do not include other people, animals, sports equipment, chairs, slides, cars, scarves, hats, money, weapons, or any other objects in the photo.

Avoid any printing on the photo like the graduating year or a name.

## Submission

Email 1 MB photo to

**JHSeniors@  
johnston.k12.ia.us**

All schools have different requirements, so make sure to tell your photographer ours.

School photos taken in August will be used unless a photo meeting these guidelines is submitted before the deadline.

Thanks for helping us continue the tradition of creating quality yearbooks.

Email questions to Leslie Shipp at [lshipp@johnston.k12.ia.us](mailto:lshipp@johnston.k12.ia.us). Please submit photos to above email.



***Senior Photo Deadline November 19, 2018***