

Natrona County High School
Publications
930 South Elm St.
Casper, WY 82601
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May 2017

Dear Parent of an upcoming NCHS Senior!

The members of the 2017-18 yearbook staff would like to take a moment to provide you with a couple of opportunities and to let you know of some important guidelines and deadlines for your upcoming senior student.

SENIOR PICTURES AND QUOTES: Senior Information can also be found on the school website: natronacountyhs.org

- **DUE BY TUESDAY OCTOBER 31, 2017** to Lisa Gray at NCHS. All materials may be submitted to room 1001 in the East wing of the building.
- Students will be notified in a variety of ways at school but we wanted to be sure you had a chance to be informed as well. Some photographers are willing to e-mail electronic proofs for you, provide a disk to the yearbook as well as a hard copy. Just ask what services they provide that would best benefit you. IF you have a photographer send it, it is your responsibility to make sure it has been received.
- We, of course, will accept digital or hard copies. Digital copies may be sent to lisa553@myncsd.org or provided on a disk or jump drive.
- If you are not able to submit a picture in time there is a late buy-in option. From November 1 until November 21, seniors may submit **late pictures** along with a **\$25.00 processing fee** for inclusion in the yearbook. After this 2nd due date passes, we will use the LifeTouch school picture taken at registration or your student will be listed under the no photo available section.
- **All seniors will be asked to sign off on the master sheet of photos and quotes in order to ensure that all seniors have been given the opportunity to provide a photo and quote. They will also have an opportunity to proof their pictures and quotes prior to publication. This will be available during the month of December.**

GUIDELINES for senior pictures and quotes that will be published:

1. The photo submitted **MUST** be a **portrait (vertical)** photo, wallet size. Please note that we reserve the right to crop pictures in order to provide the best fit on the page. **We do NOT use horizontal or square photos in the yearbook.**
2. If the picture is to be taken outside, or at a special location, please be sure that the bulk of the photo submitted is of your senior and not of the background image. We reserve the right to refuse a photo with questionable or provocative attire. **NO photos promoting violence, drugs or alcohol will be permitted. If it's not allowed in school, it's not allowed in the yearbook.**
3. Please **DO NOT** submit photos that have been taken with a **cell phone, printed on a home printer, scanned and printed or are out of focus.** We cannot fix the quality of the photo.
4. If you have not already booked a professional photographer and are wishing to do so, you should do it as soon as possible in order to get it back in time. You may also take the photo yourself provided the resolution of the image is 225 or greater, in JPG format and submitted on CD or through electronic mail.
5. **Quotes** need to be **25** words or less. If they are in a foreign language, they will need translation and they **MUST BE APPROPRIATE. Quotes containing references to alcohol, drugs, sex or have offensive language will not be permitted. If a quote is not submitted, "Class of 2018" will appear under the**

photograph. Quotes will be approved by administration.

Checklist for Photo and Quote Requirements:

- | | | |
|---|---|---|
| <input type="checkbox"/> Vertical Photo | <input type="checkbox"/> Resolution 225 or higher | <input type="checkbox"/> Quote-25 Words or Less (Appropriate) |
| <input type="checkbox"/> JPG Format | <input type="checkbox"/> Appropriate Content | <input type="checkbox"/> DUE OCTOBER 31, 2018 |

SENIOR BABY PICTURE ADS

- **DUE BY JANUARY 5, 2018.** Senior ads are a special way to show your graduating student how proud you are of them and wish them luck in the future. These ads are located in the back of the book and you may include pictures, poems, and personal messages of congratulations! Please feel free to include design ideas otherwise we will assume that you would like us to design it for you.
- Please provide a **phone number** and a **self addressed stamped envelope** for picture return. Otherwise, we will assume you do not want your pictures returned and we will throw them away.
- Please **DO NOT submit photos that have been cut into shapes (such as from scrapbooks)** as they are difficult to scan properly. **Cut photographs will not be used and will be sent back to parents. If you have a photographer pre-make your senior ad, please have them call for the appropriate sizes for each ad. Once they are received, we cannot alter the ad in any way. Please check for errors.**
- We also encourage groups to purchase ads - Youth Groups, Best Friends, etc. Order forms will need to be returned to Lisa Gray at NCHS **NO LATER** than JANUARY 5, 2018 to ensure that the ad will appear in the yearbook. All ads **WILL BE IN COLOR. Prices for 2017-18 are as follows:**

_____ **CUT HERE AND RETURN TO NCHS** _____

BABY AD FORM

AD SIZES

1/4 _____	\$75	Maximum of 2 photos
1/2 _____	\$120	Maximum of 4 photos
Full _____	\$225	Maximum of 10 photos

Message for your senior:
