



Attention Senior Class of 2017!



It's time to schedule an appointment for your senior portrait. ***Please show this letter to your parents and definitely bring this to your photographer at the time of your appointment***, especially if you are going to a studio outside the Appleton area. With all the photographers and photo possibilities out there, there is need to set some specifications for your yearbook headshot.

1. All senior portraits must be turned in by mid-October, with ***OCTOBER 28th, 2016 as the absolute deadline. NO EXCEPTIONS.***
2. Photos may be submitted to Ms. Abbie O'Toole via email at Appletoneastyearbook@asds.k12.wi.us or otooleabbie@asds.k12.wi.us
3. ***Digital copies are required***—the best way to do this is to have your photographer send in your selected photo. If you only have access to a print copy of the photo, it must be scanned and emailed in or a photo CD can be mailed or turned into the business office:

*Attn: Yearbook
2121 E. Emmers Drive
Appleton, WI 54915.*

4. ***We reserve the right to reject or recrop photos that do not meet the requirements listed below:***
 - Photos should be at least a standard wallet size with a measurement from eyebrow to chin of $\frac{3}{4}$ "
 - The picture must be a standard portrait, head and shoulders ***ONLY***, no hands or raised arms in the frame
 - ***Vertical pose***, not horizontal
 - Photos must be in ***full color***; no black and white, sepia, or loud filters
 - Aim for a ***neutral background***; outdoor shots are acceptable as long as the background is not distracting or bold
 - ***Attire must follow the school dress code*** – no hats, no spaghetti straps or strapless tops, crop tops, shirts with alcohol or drug references, etc. See your student handbook for reference.
 - ***No props allowed***; friends, pets, outside poses with cars/weapons, or backgrounds that are distasteful/loudly colored etc.
5. If you do not have your portrait in by ***October 28th, 2016 your photo will NOT BE IN THE YEARBOOK! NO EXCEPTIONS.*** Technical issues will NOT be taken into consideration as an excuse for missing the deadline.
6. If you do not submit a photo on time, your photo ID will be used instead—if you take a “silly senior” picture for your ID then you will be listed as “Not Pictured”.
7. Start making your portrait appointments now and do not wait until the last minute. Remember that it takes several weeks for the studio to process the photos.

Thank you,

Ms. O'Toole and the Yearbook Staff
Appletoneastyearbook@asds.k12.wi.us
otooleabbie@asds.k12.wi.us
Follow us on Twitter @AEYearbook or
Instagram @ae_yearbook



Indoor or outdoor shots are acceptable as long as they follow the requirements: standard headshot, no hands or arms in frame, neutral background, follows dress code, no props.

(Updated May 4th, 2016)