



Dear Parents and Members of the Graduating Class of 2018,

Your senior's formal portrait for the 2017-2018 yearbook needs to be taken in the next few months. Please make sure to take note of the criteria (below) regarding due dates, sizes, and attire. It is not mandatory to place your photo in the OHS *Wildcat* Yearbook, but should you choose to submit a senior photo, it must follow the criteria below. You are responsible for choosing your photographer and giving them this specification sheet. It is also your responsibility to make sure your photographer can meet the required deadlines.

If you are experiencing any financial difficulty, we have resources available upon request. Please don't hesitate to ask. We want EVERY SENIOR in the yearbook.

Deadlines, Poses and Photo Submission -

- **Photographer selection:** Contact a photographer as soon as possible. Make sure they can meet our criteria and deadlines. We have included a list of approved photographers on the final page.
- **Deadlines:** **Your photos must be delivered no later than December 8, 2017.** Photos submitted after this date might not be included in the yearbook or class composite due to pre-arranged dates with our publishing company.
- **Two Poses Required:** because of our efforts to create a warmer, more personal senior portrait section in the yearbook, we will use one casual photo for the yearbook. The other pose is a traditional formal pose (head and shoulders) which will be used for the class composite poster.
- **Photo Submission:** **All photos must be submitted digitally via dropbox.com.**
To ensure the safety, and accuracy of your submission, you must submit your portraits by following the steps below:
 1. Visit the high school website <http://oxfordhigh.oxfordschools.org/>
 2. Select "Parents and Students" from the menu bar. "Yearbook Information" is at the bottom of that list.
 3. Select the "Formal and Casual Pose Submission" and then the link for the pose you wish to submit.
 4. Complete the form, filling in all the required fields. Once you complete the form, you will be redirected to dropbox.com. You do not need to make an account for dropbox.com. You will have to enter your name and a valid email address to complete the upload.
 5. Make sure your file name is properly formatted
 - Last Name, First Name – Formal (*Jones, Billy – Formal*)
 - Last Name, First Name - Casual (*Jones, Billy – Casual*)

Formal Pose Size Specifications -

- **Picture Dimensions:** Photo Box = 1" (wide) X 1.5" (height)
- **Head size:** ¾" from top of head to bottom of chin.
- **Background color:** any variation of a blue-grey backdrop. (please avoid pink, green, or dark black hues)
- **Format:** 300DPI / Please use jpeg or tiff format.

Attire / Dress Code	
Gentlemen	Ladies
Choose one of the following combinations for your attire: <ul style="list-style-type: none"> • Sport Coat and Dress Shirt • Dress Shirt and Tie • All shirts must have a collar. <u>No t-shirts or polo shirts.</u> 	Choose one of the following combinations for your attire: <ul style="list-style-type: none"> • Semi-formal to formal blouse, dress, or sweater. • No sleeveless poses, no plunging necklines, no excessive cleavage, or exposed shoulders.
Photo Pose	
<ul style="list-style-type: none"> • Front shots only. The pose submitted for the yearbook should be a traditional, color head and shoulder pose. • No background / foreground shots, no soft focus shots, no textured shots, no special effects, no hand poses. No off-the-shoulder shots. 	

Casual Pose Size Specifications -

- **Picture Dimensions:** Rectangular Photo Box = 3" (wide) X 2" (height)
- **Acceptable Poses / Settings:** Any typical in-studio or natural /outdoor setting commonly taken for senior portraits is acceptable. The use of props (instruments, athletic equipment, pets) is acceptable as well.
- **Format:** 300DPI / Please use jpeg or tiff format.

Attire / Dress Code	
Gentlemen	Ladies
Please be sure to wear school-appropriate apparel for these photos. Here are a few suggestions: <ul style="list-style-type: none"> • Jeans and any polo or collared shirt • Athletic uniforms / Varsity Jacket • Any combination of casual attire. • <u>Avoid:</u> tank-tops, t-shirts, or any other revealing clothing. 	Please be sure to wear school-appropriate apparel for these photos. Here are a few suggestions: <ul style="list-style-type: none"> • Summer Dresses and spaghetti straps are acceptable • Any combination of causal attire. • <u>Avoid:</u> plunging necklines, excessive cleavage, or short skirts/dresses.
Acceptable Poses / Settings	
<ul style="list-style-type: none"> • Any typical in-studio or natural /outdoor setting commonly taken for senior portraits is acceptable. • The use of props (instruments, athletic equipment, pets) is acceptable as well. 	

Please Note:

- Please refer to previous yearbooks for how we arrange these photos in the senior section. Show your photographer so that they can make sure to select the proper poses for submission.
- Any photo not adhering to dress guidelines will not be printed in the yearbook. We try to keep photo poses and backgrounds as uniform as possible. Our administration fully supports us in this matter. We hope you will also.

Approved Photographers -

Below are photographer who consistently meet deadlines and provide a quality service and product. Prices (sitting & printing fees and proof deposits) will vary. If you would like a recommendation, please email me anytime over the summer at brian.edwards@oxfordschools.org

Prestige Portraits – 248-377-2444
Lennon Photography- 248-535-1142
Hopkins Photography – 248-969-4945
GEM Photography – 248-891-7580
MyPic Photography – 248-217-0559
Johnston Photography – 248-628-6391
Creative Portraits by Jamie – 888-858-8084
Majik Photography – 248-202-6635
David Roberts Photography – 248-652-2131
Lisa Adams Photography – 586-246-7598
Galloway Photography – 248-627-6574
Theresa Gallaher Photography – 248-770-6846
Mitchell Photography – 248-796-2064
Hicks Studio – 810-653-4131
Fox Portrait Studios – 248-673-0030
Church Street Studio – 248-625-7368
JenniLynn Photography – 248-705-4649
Golden Meadows Photography – 248-693-3303
Lisa Burke Bruni - burkebruni@sbcglobal.net

Alison Bouck - (248) 969-0118
Paula Kurzawa Photography -(248) 705-1141
Wally Russell Photography (248) 408-7863
Blaine Photography, LLC- (248)408-1462
Arising Images - 248.690.8040
Julie Ferreri Photography - (810) 636-4055
Ranek Photography - (248) 247-0986
Jennifer Coker- (248) 310- 4785
Christine Crabill -(248) 568-1067
Footprints Photography- (248) 922-1802
Angela Coventry Photography- (248) 505-1696
Orser Studio- (248) 693 8770
Amanda Swoish –
fieldofdreamsphoto@yahoo.com
David Yarnall Photography (810) 814-3301
Deborah Lambrecht Photography – (586) 677.2611
Dre Photography (231) 392.3652
Edward John Photography(248) 961-0752
Signature Portrait Studio – (810)610-5439
Fox Studios of Waterford - (248) 673-0030