

Everything You Wanted to Know About GP South Yearbook Portraits That You Didn't Know Who to Ask

Dear South Parent,

Every year, incoming senior parents have questions about the yearbook portrait process. I hope this FAQ will answer your questions. If you have a question that isn't addressed below, please email me at john.cilluffo@gpschools.org and I'll get back to you right away with the answer to your question.

Thank you,

John Cilluffo, Yearbook Adviser
Grosse Pointe South High School

- 1. Do I have to use a certain photographer for my senior portraits?** The short answer is “no”. Our only requirement is that the portrait be created in a professional portrait studio to the specifications on the reverse side of this FAQ. We do recommend that you select a photo studio that has prior experience with senior portraits. Ask your friends with older siblings who they used and if they were happy with their portraits. Play it safe and bring this information sheet to your photographer. If you show your photographer the specifications on the back of this FAQ and they look confused, chances are they don't do many senior portraits. Please understand that if they don't follow the requirements we have provided, your portrait won't be in the yearbook.
- 2. Are there certain poses and backgrounds that aren't acceptable for my yearbook portrait?** Yes. While your photographer may create many beautiful images with different poses and different backgrounds during your portrait session, the image you submit to be published in Viewpointe has to meet certain requirements with regards posing and background. Here are the posing and background guidelines:
 - a. Posing.** Your Viewpointe portrait needs to be a classic, traditional color (not black and white or sepia) head and shoulders portrait with no hands or other elements of any kind featured. It needs to feature your full face with both shoulders and both eyes visible. Profile and over the shoulder portraits are not acceptable. Your photographer needs to create your Viewpointe portrait with the camera at your eyelevel. Portraits taken from above looking down or from below looking up may be awesome portraits—they're just not acceptable for your Viewpointe portrait.
 - b. Background.** Like the posing, your Viewpointe portrait needs to be classic and traditional. Muted, neutral tones are the standard. White, black and bright colors (like the ones in your elementary school pictures) will not be accepted. Outdoor backgrounds of any kind are also not acceptable.
- 3. Are there certain clothing restrictions for my Viewpointe portrait?** Yes. Male students need their portrait to be created in a nicely pressed, collared shirt. While we don't require a coat and tie, most male students wear these for their portrait. Female students cannot wear strapless or spaghetti strap tops. No portraits with clothing featuring graphics or wording in them will be published in the Viewpointe.
- 4. What is the deadline for submitting my portrait?** Your fully retouched Viewpointe portrait meeting the specifications on this information sheet need to be received no later than October 25, 2017 in order to appear in the 2017-2018 Viewpointe. If your photographer has never submitted images for Viewpointe, we'd recommend that you make sure they have your image to us by October 20th. That way, if there is an issue we can contact them and have them re-submit your portrait file prior to the October 25th deadline.
- 5. How does my portrait need to be submitted?** If your photographer has provided us with portraits in the past, they know how to get us your portrait. If not, have them email your portrait in the format and specifications on the reverse side of this FAQ to john.cilluffo@gpschools.org.
- 6. Any other questions?** I am here to help make your Viewpointe portrait the best it can be. Feel free to call or email me and have your photographer do the same. I can be reached at john.cilluffo@gpschools.org or at 313-432-3615.

Grosse Pointe South High School

Yearbook Portrait Submittal Specifications

Effective July 1, 2017

Image Dimension Summary

Overall Image Size:
3.00" wide, 3.75" high

Side of head to edge of image:
Minimum .75 (3/4) inches

Top of head to top of image:
Minimum .75 (3/4) inches

Top of head to bottom of chin:
1.50 (1-1/2) inches

Bottom of chin to bottom of image:
Minimum 1.00 inch

Image Prep Summary

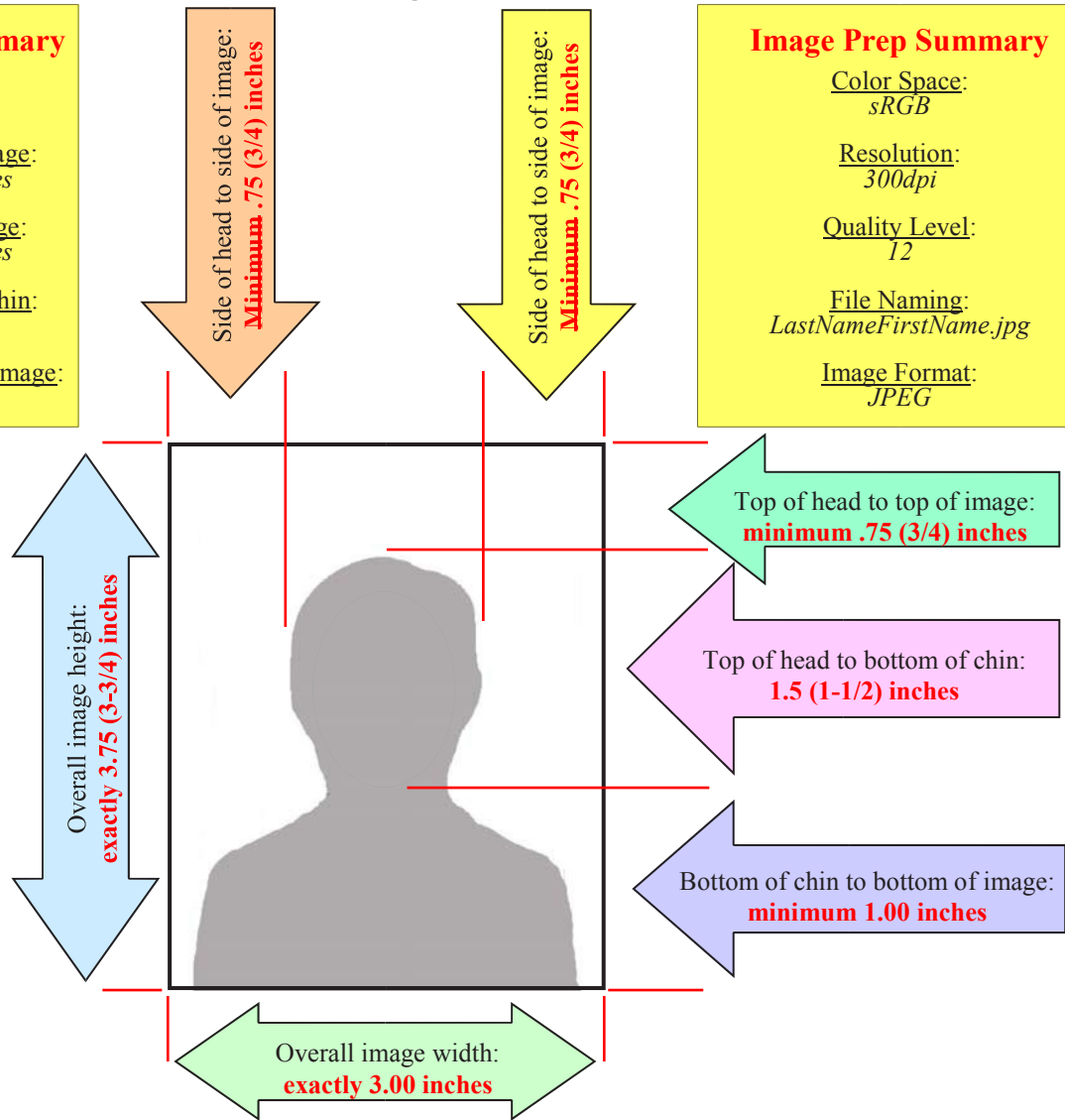
Color Space:
sRGB

Resolution:
300dpi

Quality Level:
12

File Naming:
LastNameFirstName.jpg

Image Format:
JPEG



Please review these specifications carefully, as they have changed from prior years to give us more flexibility in our yearbook layout. Images not in compliance with these specifications will be returned.

1. **Background.** Images submitted must be in color with a muted neutral tone background. No outdoor portraits or portraits with white, black or bright colored backgrounds will be accepted
2. **Posing.** Portrait submitted must be traditional head and shoulders portraits with head in vertical pose with camera angle positioned at eyelevel. Images must be professionally retouched. No heavily shadowed, soft focus, angled posing or images with hands or other items in image will be accepted.
3. **Clothing.** Female students typically wear a solid color top with sleeves. No spaghetti or strapless top portraits will be accepted. Male students typically wear a collared shirt. No images with lettering or graphics visible are acceptable.
4. **Image Save Specifications.** Submit JPEG image sized as outlined above at 300dpi in sRGB colorspace at Quality Level

- 12 in JPEG format. Image file names must only be last name, first name (*i.e. SmithJohn.jpg*) with no image numbers, spaces or punctuation included in file name.
5. **Image Release.** All images must be accompanied by schoolapproved copyright release giving school system permission to use image for any school-sanctioned purpose. Images cannot be included in yearbook or class picture without this signed release form.
6. **Image Delivery.** In order to be included in the yearbook, a retouched image meeting these specifications must be submitted with the above outlined copyright release no later than October 25, 2017 by email to yearbook adviser Mr. John Cilluffo at john.cilluffo@gpschools.org.
7. **Questions.** Please feel free to contact Mr. John Cilluffo at 313-432-3615 or by email at john.cilluffo@gpschools.org.