



EAST SYRACUSE MINOA HIGH SCHOOL YEARBOOK

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GUIDELINES FOR PROFESSIONAL PHOTOGRAPHERS

Dear Photographers,

The following guidelines must be met to be included in the East Syracuse Minoa High School Yearbook. Please submit them to us through email to yearbook@esmschools.org. If you can fulfill the requirements below and would like to be listed in our directory of recommended photographers, please email us your studio's name, address, phone number, and website. Please also include your name. If you have any questions or concerns please contact us.

1. **DIGITAL PICTURES ONLY.** Color photographs, only. The files must be in jpeg format at 300dpi resolution. The name of the file should be the student's last name_first name
2. **PRINT SIZE RATIO:** 2 x 2.5 inches.
Portrait orientation, only; no landscape orientations.
3. **HEAD SIZE RATIO:** 1.25 inches measured from top of head to bottom of chin.
4. **LIGHTING RATIO:** 4:1 highlight to shadow ratio.
5. **CONTRAST:** Must be good graduation tones.
6. **BACKGROUND:** Corners must be dark with medium hot spot behind head and shoulders, slightly mottled.
7. **BACKGROUND COLOR** - Predominantly soft, mottled, subtle tones of grey or blue. No non-traditional backgrounds or exteriors.
8. **CLOTHING.** A white shirt and traditional tie, or black or blue dress which covers the shoulders. Any student who cannot meet these guidelines should contact us at yearbook@esmschools.org prior to scheduling the appointment for pre-approved options.
9. **POSES.** Subject's head and shoulders turned at an angle. No extreme head tilts or angles. No hands. No Feet. No mug shots. No Trees. No instruments. No sports equipment. No exterior photos or walls of any kind.
10. **IDENTIFICATION.** The senior's last and first name must be on a submitted jpeg file for positive identification. For example, Doe_Jane.jpg. (The photographer's name must also be supplied).

Please Note: Yearbook portraits that do not meet above specifications will not be included in the East Syracuse Minoa yearbook.