



BELLE PLAINE HIGH SCHOOL

822 North Merchant
Belle Plaine, Kansas 67013
(620) 488-2421



February 2, 2017

Parents of the Class of 2017:

Dear Parents:

The yearbook staff needs a senior photo and a baby photo for every student in the graduating class. The deadline for receiving these photographs is **3:25 PM, March 3, 2017**. Photos can be submitted any time prior to the due date.

When selecting a photo to submit, keep the following in mind:

- 1) The student's pose should be a basic head and shoulder shot, preferably full front or slightly to the side. Please avoid extreme angles.
- 2) Color photos, please. No black and white.
- 3) Vertical photos only.
- 4) All backgrounds must be non-distracting. Backgrounds must be medium toned so that the crisp borders of the picture distinguish themselves from the white pages in the yearbook.
- 5) No hats or sunglasses.
- 6) Submit photos containing minimal props. The props should not distract from the student's face.
- 7) 300 DPI digital image
- 8) 2.5x3.5", leave 1/8 inch between the top of the head and top of the picture.
- 9) Send all photos in digital format (prefer either TIFF or JPEG) on CD, DVD, or email at bphs.yearbook@usd357.org Although we can scan a photo print, the resolution is significantly lower than a digitally submitted photo.
- 10) **No senior photo will be accepted and published without the attached photo release form. This includes photos taken by amateur photographers and/or parents. Forms may be downloaded from www.usd357.org and submitted via e-mail in .pdf format to bphs.yearbook@usd357.org, mailed to BPHS % Grace Lujan, dropped off in the office, or sent with your student and given to Mrs. Lujan.**

The yearbook staff has the right to request a different photograph if the above guidelines are not met. **Students who do not submit a senior portrait by 3:25pm on or before March 3, 2017 will have their Lifetouch portrait included by default.**

Senior Baby Photos

In addition to a senior portrait, we are also asking for a baby photo to use in the yearbook. Any size is acceptable; however, we prefer you submit color photos. We will not accept any nude baby photos. You may email these photos to bphs.yearbook@usd357.org or you can bring in a print for the staff to scan. In the event that prints are received, the yearbook staff will scan the photo and return the original to your student as quickly as possible. **Baby photos do NOT need to be accompanied by a photo release form.**

Baby photos will also be used in the senior athletic banquet video at the end of the year. If you would like different photos to appear in the video, please send those and specify which photos are for the yearbook and which ones are for the athletic banquet video.

If you have any questions, please contact Mrs. Lujan, Yearbook Adviser.

Thank you,

Grace Lujan

Yearbook Adviser

glujan@usd357.org



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2017 Senior Photo Release Form

I, _____ (printed photographer's name) of

(company name), hereby grant the release and reproduction of
the attached photograph(s) of _____ (student's name) to be used for the
purposes below (please check all you agree to):

- Reproduction in the 2017 *Flame*, Belle Plaine High School's yearbook
- Reproduction for senior class poster, which will be displayed at Belle Plaine High School, produced by the *Flame* staff
- Reproduction in the senior edition of *The Wellington Daily News*
- Reproduction in senior award brochures, handouts, or videos produced only by Belle Plaine High School for school-related ceremonies and events

Signed by: _____

Date: _____

Photographer's Contact Information: _____

** Please submit digitally in high resolution on CD, DVD, or email to Grace Lujan at bphs.yearbook@usd357.org If you are photographing more than five of our students, please contact me for a photographer deadline and submission details.

If there are any concerns or questions regarding this form or any uses for the released photograph, please contact Grace Lujan, yearbook adviser at Belle Plaine High School by phone at 620-488-2421 or by email at bphs.yearbook@usd357.org