

**Lakewood High School  
Publications Department  
Class of 2023  
Yearbook Photograph Specifications**

*Our yearbook mugshot photo specifications are designed with the best interests of our students and community in mind. These specifications are not negotiable. Any photograph submitted which does not meet these guidelines will be rejected. Please call with any questions before turning in a photograph for use in our school's yearbook. Thank you!*

1. Portrait (vertical) only; no horizontal pictures will be accepted.
2. Head-and-shoulder poses only, please. No full-length, three-quarter length, or half length Shots.
3. No weapons, alcohol, tobacco, or drug-related items, logos, or representations may be in the photograph. Likewise, any photograph that includes elements that may make it inappropriate for use in a school setting is not allowed.
4. Release and authorization for use of the photograph(s) must accompany all Submissions.
5. The school yearbook staff reserves the right to digitally edit photograph submissions to the extent that it is necessary to trim and/or crop for layout. No other adjustments will be made to students' portrait photographs.
6. No names, class year, or any other text or logo may be printed on the photograph (or digital image) submitted.
7. No photos or images will be accepted with rounded corners.
8. Students may dress as they wish, insofar as it is in accordance with #3 above.
9. Students and their photographer may be as creative as they like in the staging and shooting of the senior portrait – again, as long as each of the above conditions are met.
10. Photos submitted will NOT be returned. You may pick them up (after the yearbook arrives in the spring) if you want them back, but we do not do return mailings.
11. We accept and prefer digital submissions. All images must be of a resolution no less than 250 dpi and sized to no smaller than 2.5x3.5 inches. Please email attached photos as JPG or TIF file types to: [yearbookphotos@lakewoodps.org](mailto:yearbookphotos@lakewoodps.org) or mail a CD with the image file to: Ken Smith / YB Dept. at the address at the bottom of this document.
12. **Deadline: Friday, October 28, 2022.**
13. In the event that you do not submit a senior photo, or you fail to meet the deadline, the yearbook staff will use your Lifetouch Studio image (school picture). If you want to decide what picture gets included in the yearbook, then turn one in!

*If you feel you will be unable to meet these criteria, please consult a Yearbook staff member BEFORE you have your photos taken. The Valhalla staff, Lakewood High School and its employees and affiliates are not responsible for any inconvenience resulting from failure to follow these guidelines.*

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