

### **Senior Color Photos: Deadline and Guidelines for Yearbook**

**Deadline:** December 1– NO EXCEPTION

Late photos cannot be guaranteed to make it into the yearbook in alphabetical order, or at all.

**Contact:** Kelly Baudhuin at [kcbaudhuin@gbaps.org](mailto:kcbaudhuin@gbaps.org)

**All photos MUST be:**

- In color
- A traditional headshot with dimensions; 1 ½ by 2 inches with an approximate measurement of 5/8 inches eyebrow to chin. No hands visible, and with some space around image in case additional cropping needs to take place. No hats, no inappropriate clothing, and no props
- Digital, 3-5 megapixel
- Emailed to [kcbaudhuin@gbaps.org](mailto:kcbaudhuin@gbaps.org) or submitted on a labeled CD as a Jpeg file. Use “GBAPS senior photo” in subject line for email
- Labeled with student’s last name, first name, spelled correctly (Baudhuin, Kelly)
- Professional quality with simple backdrops (see Mrs. Baudhuin in room 127 if your financial situation means you cannot hire a professional photographer to take your picture)

In mid-December, a list of students whose photos have been received will be on the student drive. It is the student’s responsibility to check this list to make sure that his or her photo was indeed received. Parent requests to verify receipt may be sent directly via e-mail to the adviser.

Thank you! Call (920) 391-2400 or email [kcbaudhuin@gbaps.org](mailto:kcbaudhuin@gbaps.org) with any questions.