

## HUTCHINSON HIGH SCHOOL 2024 SENIOR PORTRAIT SUBMISSION

Parents and students of the class of 2024 Hutchinson High School:

As this school year draws to a close, the yearbook staff is already making plans for next year. The following information regarding submission of senior portraits is very important, so please read it carefully! Photographs that do not meet yearbook specifications will not be published.

### Deadline

The deadline for submitting senior pictures is Friday, **December 15, 2023.**

Portraits received after this date may not be published in the yearbook.

### Process

Photos will need to be uploaded to the website **images.jostens.com.**

We will no longer take hard copy photos or photos submitted via email or disc.

The photo that is uploaded to this site will also be included in the Hutchinson Leader.

Plan ahead; pictures should be taken by early September to give your photographer time to prepare your photo for the yearbook. Students may choose their own photographer to shoot their senior portrait for the yearbook. If your student doesn't get a photo submitted by Dec. 15<sup>th</sup>, 2023 then the yearbook staff will use the JostensPIX image. If there isn't a photo available, then the student's name will be listed as "No photo Available".

**Please inform your photographer of the following criteria which ensures consistency in the yearbook:**

- Upload **ONE** full color, **JPEG (.jpg) file of digital photo.**
  - \*\*No black and white, sepia tone or other color treatments.
- Photo quality needs to be a minimum of **300 DPI** or higher for actual size of photo.
  - \*This is because a high-resolution photo is important for publishing purposes
  - \*Please do not upload a file larger than 50 MB or your portrait will not upload correctly.
- The yearbook requires a formal vertical photo with straight-on, head and shoulders shot.
  - \*\*No full-body, no waist up and no extreme close-up shots.
  - \*\*No props which include vehicles, pets, animals, sports equipment, hats, hoods etc.
  - \*\*No words on photo like 2023 or Tiger graduate.
  - \*\* No hands by the face. No borders or special effects.
- **We will not accept horizontal photos. Vertical only!**
- Simple, neutral backgrounds look best in the yearbook.

### Process for submitting/uploading senior portrait:

1. Go to **images.jostens.com** and copy-paste USER ID: 0aTWG2KFqmXY-DU3OKFzRNA or simply click on the direct link below. The senior portrait upload link is posted on school's website too.  
<https://images.jostens.com/0aTWG2KFqmXY-DU3OKFzRNA>
2. Choose the photo to be uploaded. Each student may only submit ONE photo.
3. Provide parent or photographer contact information. (Person uploading the photo should enter his/her information.)
4. Provide IMAGE information
  - \* Type student's first and last name as you would like it to appear in the yearbook.
  - \* It is extremely important to spell the student's name correctly.
6. Select grade 12 from the drop down menu
7. In the description field, type: senior portrait
8. Click the box to agree to terms and conditions
9. Click on "upload chosen images" in gray box to complete the process
10. You will see a confirmation page and should receive a confirmation email shortly after you submit your portrait.

Sincerely, Amy Parsons - Hutchinson High School Yearbook Adviser