Alvirne Class of 2019 Yearbook Submissions

PLEASE READ CAREFULLY

☐ PLEASE NOTE ALL DEADLINES

☐ NOTHING WILL BE ACCEPTED LATE.

☐ Put your name on every document and photo submitted!

☐ Yearbook updates will be on PowerSchool, through email, or announced during the school day.

☐ Yearbook submissions must be made on flash drive, through email, or in print. Pictures may be submitted in any format, printed pictures must have the name of the student on the back; email photos to alvirneyearbook2019@gmail.com. Bring material for each deadline to Mrs. Oakley in room C3 or Mrs. O’Toole in room 317.

☐ Portraits and Profiles must be school appropriate: dress code and content consistent with the Handbook.

☐ Double check everything before submission! Despite many layers of filtering and editing, mistakes can happen. Seniors be aware of your Spelling and Grammar.

☐ Parent messages and baby photos ARE OPTIONAL. These parent ads cost extra. You may submit these through email (alvirneyearbook2019@gmail.com) or through Google Forms.

☐ Seniors listed as juniors but trying to be re-listed as seniors must do so quickly. The yearbook staff must be aware of your senior classification prior to the Holiday Recess in December. The yearbook staff does not know who should and who could be a senior-only you and your school counselor do!

☐ Concerns should be addressed directly to advisors Mrs. Oakley or Mrs. O’Toole, or co-editors-in-chief Caitlin Udice and Vanessa Tran.

Senior Profiles: DUE Friday, October 5

There is a 40 word profile limit. All words after 40 will be deleted by the yearbook staff.

☐ Profiles are due Friday, October 5 to Mrs. Oakley in room C3, Mrs. O’Toole in room 317, shared with the alvirneyearbook2019@gmail.com Google account, or through Google Forms.

☐ Words include numbers, initials and hyphenated groups. “2019” is one word, sets of initials such as “BD/HS” or “BD, HS” are two words, and "sixteen-year-old" are three words.

☐ Students may follow the traditional profile template or customize with prose, poetry, or something equally creative. If you wish to, you are welcomed to follow the provided template. In the template "Nickname:" and other headers do not count as part of the 40 words.
Any submissions that are inconsistent with the code of conduct found in the Alvirne handbook will be removed from the profile; if you think it may be inappropriate, chances are it is.

Students need to submit a portrait for the Monday, December 3 deadline so that the yearbook staff may process profiles.

Name: ________________________________
Nickname: ____________________________
Quote: ___________________________________
Favorite Memories: __________________________
Goals/Ambitions: __________________________
Will: ___________________________________
Parent/Guardian Name: __________________________
Student Name: _________________________________
Check Number: ________________
Message: __________________________________________________________________________________

Senior Portraits: **DUE Monday, December 3**

- Use any photographer of your choosing.
- Portraits are due by **Monday, December 3**
- Alvirne is now contracted with Geskus as the school photographer, you may contact them at your convenience. If other photographers are used, make sure the photographer is aware of the deadline and that the yearbook staff receives the photo on time.
- Cameras used for senior portraits should be set at high resolution, preferably 640 x 800 pixels at 300 DPI. If the photographs do not meet these requirements, the yearbook staff cannot guarantee quality resolution.
- Actual photographs should be 2"x3".
- You may email your submissions to alvirneyearbook2019@gmail.com, use flash drives, or actual print photographs—they will be returned.
- Encourage your senior to check with the yearbook staff in January to ensure the portrait has been processed.
- Photos should be head and shoulders, follow the dress code, and should exclude props.