



# YEARBOOK SENIOR PHOTOS 2023

C. M. Russell High School  
228 17th Ave. NW

(406) 268-6178  
russellog@gfps.k12.mt.us

TO: Parents of the Class of 2023 (and members of the Class of 2023)

Congratulations! Your son/daughter is about to start his/her senior year at CMR, and the *Russellog* staff would like to remind you of the procedures regarding the yearbook senior photographs. It is the goal of the Russellog staff to have each senior's portrait in the 2023 yearbook. Please review the information with your student.

Please make sure this letter is read by the photographer who takes your student's photo.

## DEADLINE to hand in portrait: October 24

### PHOTOGRAPHERS

Schedule a photo session with a portrait studio/photographer before October **OR**... have Lifetouch Studio shoot a **FREE** portrait for you at CMR on Sept 13, 2022. The retake day is Oct. 11.

- It is the responsibility of the senior and his/her parents to contact a photographer for a photo and to hand in a photo.
- Make absolutely certain that the photographer can comply with quality portrait requirements. (see right)

### SUBMISSION and DEADLINE

- \* Photos will be submitted as a **digital JPEG**.
- \* Images will be saved as **last name\_first name**  
(ex: **springsteen\_bruce.jpg**)
- \* The resolution requirement: **300 dpi minimum**

- Photos from photographers must be submitted by the photographer to the yearbook by the **Oct. 24 deadline**.
- Lifetouch photos taken at CMR on Sept. 13 or Oct. 11 will automatically be submitted to the yearbook staff.
- If a student submits his/her own photo, follow the guidelines and e-mail the photo to the yearbook staff.

### E-MAIL PHOTO TO:

**russellog@gfps.k12.mt.us**

**\*\* Put senior's name in the subject line \*\***

### QUESTIONS? CONTACT US

If you have questions regarding the senior portrait, please contact the yearbook adviser at (406) 268-6178 or beth\_britton@gfps.k12.mt.us. The Russellog voicemail will be checked regularly during the summer. The staff looks forward to receiving your photo in the fall and developing the senior section of the 2023 *Russellog*.

### GUIDELINES

*The staff will adhere to the following guidelines to create a balanced, uniform, accurate and classic senior section:*

#### \* Color photograph

\* Only **head and shoulder** poses - no full body. Ensure that the student's entire head is in photo. Do not cut off. Please shoot the photo as a head and shoulders (to mid chest). If you shoot a full-body photo and we zoom in to be a head and shoulders pic, the quality of the photo decreases.

\* **NO PROPS:** hats, pets, cars, musical instruments, flowers, rock walls, sports equipment, furniture, other people in picture, etc...

\* Avoid strapless shirts, spaghetti straps, and wording/text on attire.

\* Nothing covering the face. Shots with shadows on individuals' faces do not print well.

\* No poses with heads resting on hands. No hands, knees, etc... showing in any pose. Student must be looking at the camera.

\* Size of the head matters. This is a head shot that extends to the upper chest. Do not submit a "tight shot" in which the head appears massive with no neck or shoulders.

#### \* BACKGROUNDS \*

\* Students may pick the background of their choice. These include traditional solid or muddled-colored backgrounds and more modern backgrounds such as wooden walls or metal doors. No animals, cars or other people.

\* We ask that students avoid "busy" backgrounds with many colors and shapes simply because the focus will be taken off the senior's face. It is a chance for students to express their personality, but keep it neutral to have the attention focused on the senior and not something in the background. Have photographer blur the background if necessary.