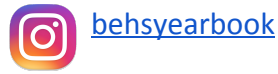
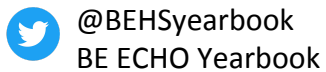


To: Parents and Members of the Brookfield East Class of 2020
From: Vicky Molitor, Adviser, The Echo Yearbook Committee, Brookfield East High School
Date: June 2019
RE: Senior Yearbook Photo Requirements. **Please keep this for your reference.**

Congratulations on your student becoming a senior! There are a few things the yearbook staff needs from every senior throughout the year included in this letter, please take note of the deadlines October 25 and April 21. which can be found below and at our easily accessible Google Site. Please bookmark this link so you can access it throughout the year and keep track of yearbook deadlines: [BEHS Senior Yearbook Information](#)

Please follow us on social media for the latest yearbook news including deadline reminders.



Senior Portraits



Full body shots are not accepted.
Senior photos must be head,
head and shoulders or waist up.

1. **Deadline to submit senior portraits: Friday October 25, 2019**
2. Vertical, **300 resolution** digital image
3. Printed dimensions 2.5" x 3.5"
4. Portraits must follow the school dress code
5. Submission of portraits to the yearbook **release rights for use in other publications** should they be needed for honors, awards or other press purposes
6. If a portrait is not received we will print the BEHS ID photo, so please be prepared in appropriate dress for your ID photo taken at registration.

It is time to plan for your senior portrait for the Brookfield East Yearbook. In order to complete the section on time and to include your student in the yearbook **senior portraits must be received by Friday October 25, 2019**. Portrait specifications are included below, along with instructions on how to submit your photo. **Also included in this letter is information for Ads for Grads, senior yearbook quote submissions (printed under senior portraits in the yearbook) and graduation video photo submissions.**

If you have not scheduled a sitting with a professional photographer, do so now if you intend to use one. Our publication is magazine quality printing, so please be advised that a snapshot is not a senior yearbook photo. Professional photos are retouched; faces properly lit and head size fits the required template. Using a professional photographer who specializes in senior photo portraiture best ensures quality printing in the yearbook. Please give our requirements to your photographer so they know what is needed for the yearbook.

Submit senior portraits to the Google Form [at this link](#) by the end of the day Friday October 25. Due to deadline requirements from our publishing company, we must adhere strictly to this deadline. Contact eastyearbook@elmbrookstudents.org or Vicky Molitor at molitorv@elmbrookschoools.org with any questions.

Senior Quotes

The time has come to submit your final thoughts and become a part of Spartan history. Your senior quote will resonate for years to come so choose wisely.

Senior Quotes are also due on October 25, 2019 and students [must fill out the Google Form](#) to submit their quote. The form allows students to edit and change their submissions until the October 25 deadline. Emailed quotes will not be accepted.

There is a limit of 140 characters/spaces and you must include your source to be included in the yearbook.

Please don't waste our time by submitting an inappropriate quote. Since the yearbook is a reflection of our community, senior quotes MUST be school and community appropriate according to Elmbrook School Board policy.

Questionable quotes, lyrics to songs or any references deemed inappropriate are subject to be excluded from publication according to board policy.

Graduation Video Collage

During the time friends and family are waiting for graduation to start a video collage is played on the screens. These photos can be If you would like to have your photos included in the video collage please submit a maximum of five photos [to this form](#) by Tuesday April 21, 2020.

There will be two different presentations played at graduation.

1. Video Collage: We will be using the photos you send in before April 21st -- which can be from your childhood, present day, etc. -- in a video collage played before the graduation ceremony.
2. Walking Across Stage: We will be using your senior portrait in the slideshow played when you receive your diplomas as you walk across the stage.

Ads for Grads

Buy a personalized ad for a graduate: 4 options to choose from to create your customized ad (see below for options). Submit your photos and message to [the form at this link](#) and submit payment via check to BEHS Yearbook. If there is an issue regarding the online submission of photos please contact us at

eastyearbook@elmbrookstudents.org.

The **deadline** for submitting your photos and text is **October 25th, 2019**. Any materials sent in after this date will only be included in the yearbook *if space permits*.

The **deadline** for submitting your payment is **November 22nd**.

How To Submit Your Ad:

- Choose an Ad from one of the following options:
 - 1/8 page 1 Photo + Text \$85.00
 - 1/4 page Up to 2 Photos + Text \$120.00
 - 1/2 page Up to 3 Photos + Text \$180.00
 - Full page Up to 8 Photos + Text \$300.00

- Submit pictures and text to [the submission form at this link](#).
***** WE DO NOT ACCEPT PREMADE PROFESSIONAL ADS. *****

- Mail/drop off check (**payable to BEHS**) by November 22nd to:
Ms. Vicky Molitor ☒- Yearbook Advisor