

Dear Class of 2023 Families,

On behalf of the UCT Yearbook staff, congratulations on completing your junior year. It's now time to prepare for senior photos and yearbook submissions. The yearbook takes months of planning and requires meeting very rigid, specific deadlines. Meeting these deadlines will ensure you receive a yearbook you love. With that said, here's the first task: Planning your formal portrait. Even if you don't plan to buy a yearbook or portraits, you will be pictured in our yearbook either with a formal portrait or with your school ID photo (to be taken this fall in school as always). Formal portraits can be taken by outside vendors or by our official school photographer Lifetouch. (Info on Lifetouch's portrait sittings to be held at UCT is forthcoming.)

Photographs must be submitted by the deadline via e-mail by your photographer in compliance with Jostens Publishing specifications for the yearbook photo as well as the Upper Cape Tech yearbook photo requirements (all outlined below). Cell phone photos, even in portrait mode, do not always transfer well to the yearbook. **Please do not use or send cell phone photos.** Please share our publishing requirements with your chosen photographer.

All photos must be submitted to uctyearbook@uppercapetech.org by the deadline of **November 30, 2022** in order to guarantee inclusion in the yearbook. We will make every attempt to reach those who do not submit a formal photo; the school ID photo will be used if no formal photo is submitted.

Student Requirements: Yearbook portraits are meant to be of heads and shoulders. Remind your photographer to take a head and shoulders pose. If you submit a full-length photo, it will be cropped to head and shoulders. Senior portraits must reflect our school's dress code and core values. Therefore none of the following are allowed: Hats and sunglasses, props, tank tops, tube tops, graphic t-shirts, strapless dresses or blouses, bare shoulders. Please advise any other photographer of the above rules and requirements for your yearbook pose.

Technical Requirements: Please advise your photographer of the following specifications provided by our publisher, Jostens): Vertical pose, image file format RGB COLOR; image sizes large* 640 x 800 pixels (8 aspect ratio); 300 dpi in the image file header.

In closing, the yearbook is a labor of love for those who make it. We are teachers before advisors, so bear with us. We will do our best so long as our incoming students do their best to meet deadlines and follow these guidelines set forth. 2023 Yearbooks and recognition ads can be purchased online beginning in September through Jostens yearbooks. [Click here to access their portal.](#)

We look forward to making this the best yearbook yet! Should you have further questions, contact the yearbook advisors: email to uctyearbook@uppercapetech.org or 508-759-7711 ext 177 after 2:15 PM for assistance.

--UCT Yearbook Advisors