



# Mt. Lebanon High School

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13 June 2017

Dear Parents/Guardians and Students of the Class of 2017:

You blinked, and now it's time to have that senior picture taken!

To have your senior's picture included in the 2017 yearbook, it must be received by **September 30, 2016**. The senior portrait section is the first fall deadline, so we will not be able to accept late submissions.

Please email your **digital jpeg** image to [yearbook@mtlsd.net](mailto:yearbook@mtlsd.net) with the student's name and senior picture as the subject line. Please note that unless otherwise noted in the body of the email, the official school name will be used in the yearbook.

#### **SPECIFICATIONS are as follows:**

1. DIGITAL JPEG Submission 2¼"W x 3¼"H portrait layout (or proportionally resizable to these dimensions) 300 DPI--NO HARDCOPIES, PROOFS or WATERMARKS.
2. ¼ inch spacing from top of head to edge of portrait
3. POSE – Head and Shoulders only--NO TORSO SHOTS AND NO HANDS BY FACE.
4. BACKGROUND COLOR – Traditional mottled gray, blue or brown--NO OUTDOOR POSES and NO CELL PHONE PICTURES.
5. DRESS - Young Women – Formal looking top, blouse or sweater. Please be aware of low necklines and strapless tops.
6. DRESS - Young Men – Formal looking suit, sport coat and tie or sweater with a tie.
7. NO PROPS.

If the yearbook staff **does not** receive your **digital jpeg** portrait by September 19, someone will contact you to see if one was taken. Otherwise, you will not hear from us--"no news is good news."

If you have any questions, please email Mrs. Jones at [yearbook@mtlsd.net](mailto:yearbook@mtlsd.net).

Happy Summer!

Mrs. Jones