

****IMPORTANT YEARBOOK INFORMATION FOR SENIORS & PARENTS****

Included in this packet is a great deal of information about what you need to do in order to meet yearbook deadlines as well as information we need from you. Please pay attention to all instructions and deadlines. Late deliveries of books are often the result of students not passing information in a timely manner. It is your responsibility to submit the required forms or photos on time. If you have **legitimate difficulty** meeting a deadline, please speak to Mrs. Lawler about a reasonable extension.

- **Baby picture:** clearly marked with your name on the back. Color or black & white; it will be returned if you pick it up at the end of the year. If the picture you have is one-of-a-kind, it is strongly suggested that you make a copy. The Peterborough Camera Shop has a Kodak picture maker that makes good copies (sometimes better than the original) for only \$1.00. You could also scan and e-mail your baby picture to the addresses listed below. **Due: October 22rd.**
- **Class will and Bio.:** use this form or e-mail it to cvhsyearbook@yahoo.com. Please do not send it to a Conval.edu email account. Although we don't count the words exactly, we do have space constraints. If we need to edit we will **try** to contact you. Remember to use good taste; overt references to illegal activities or personal attacks on staff or other students will not be printed. **Due: October 22rd.**
- **Senior Picture:** If you had your picture taken by McGrath, the studio will send a digital image directly to the yearbook. If you are submitting your own picture (or if you do not want us to use your McGrath picture) we need your picture turned in to us by **November 16th**.
You may submit your photo in the following formats:
 - Submit it digitally on disk, CD, or by e-mail. Digital photos should be in JPEG format and have at least 300 dpi. Think about the quality of the photo you submit; it will not look any better in the yearbook than it does when you give it to us. **This is the preferred method; it is easiest for us and often gets the best results.**
 - A copy of the photo (black & white or color although it will be printed in black & white) If you are submitting a photo taken by family or friends, keep in mind that it needs to have good contrast. The size of the picture does not matter as we will crop it to fit. The senior photo is close to square so pay attention to things that you want to have in the background; we may need to crop them out to fit in the space. If you "play with" a photo on a photo editing machine, you can do some of the cropping yourself.
 - Students who like their Senior ID picture and wish to use it **should indicate this on their form**. We will have digital copies of all the ID's so you don't need to provide one.
- **"Remember When" Pictures:** For the last several years, a popular feature in the book has been a section of parent messages to seniors. We will contact your families directly for the messages, but we like to accompany this part of the book with pictures of you and your friends from earlier days. Elementary school class pictures, team photos, birthday parties, etc. are great. So that we have a variety of pictures and represent all the members of the senior class and all the elementary schools in the district, please get your parents to help you start looking for them and bring them in. As with the baby picture, make certain your name is clearly marked on the back and come and pick them up at the end of the year or make a copy. **Due: As soon as possible.**

Please note: the listed deadlines are when things are due. You may turn them in earlier. All materials (including photos): please put in the specially marked box in the HRC, Mrs. Lawler's mailbox, or hand directly to Mrs. Lawler. While we make every effort to include every senior, seniors who do not meet the deadlines and make contact with the yearbook staff may not appear in the senior section.