

**Dear Parents of the Class of 2018,**

For over fifty years, the wall composite and yearbook have served as a permanent record of students who attended O’Gorman. In addition they provide historical information for students, parents, and alumni. Because of the fine tradition established in previous years, we wish to reiterate the criteria needed for photographs. Consistency in a few matters ensures a quality product that represents O’Gorman’s highest standards. The following criteria must be followed for our seniors’ wall composite and yearbook photographs.

**Wall Composite & Yearbook Photographs**

**All pictures to be placed on the wall composite & in the yearbook  
must adhere to the following guidelines:**

1. **A traditional vertical, color, head and shoulder pose.**
2. **Males are to wear shirt and tie** and be well groomed (appropriate haircut and NO facial hair)
3. **Females are to wear appropriate semi-formal clothing** (no sweatshirts, t-shirts, **no bare shoulders**, etc.)
4. Earrings, piercing (nose, tongue and/or body) for either gender should follow guidelines as stated in the student handbook.
5. Digital photos must be 300DPI in JPEG format. Email photos to [dbasche@sfcss.org](mailto:dbasche@sfcss.org)
6. Absolutely No sunglasses, headwear, or props allowed. No Sepia, Antique tone, or Black and White.
7. No outdoors shots.

**Sample photos that meet the appropriate guidelines:**



Please remember, professional photo studios are not responsible for sending senior pictures to the school.

**Deadline: The last school day before Thanksgiving vacation, November 22, 2017.**

Senior pictures that are submitted late, emailed improperly or that do not adhere to the standards set will not be placed in the class composite and/or yearbook, and as a result O’Gorman will not be held responsible for photographs omitted.

We appreciate your consideration in this matter. If you have any questions, please call us @ 336-3644.

Sincerely,

Joan Mahoney  
Principal

Doug Basche  
Yearbook Advisor/Class Composite