May 8, 2017

Dear Liverpool Parents,

The yearbook staff is already hard at work planning a yearbook that will record this important year of your senior's life here at Liverpool High School. The 2018 yearbook will be a reference guide to friendships, activities and special events of your child's senior year. Prestige Portraits by Lifetouch in Cicero has been selected as our yearbook photographer for 2017-2018 and they will be here to photograph all students in September.

Seniors may provide their own senior portrait for yearbook purposes and may go to the photographer of their choice. Seniors who do not submit a senior portrait to the yearbook staff may have their I.D. picture used for their senior yearbook portrait.

This year, there are more options available to seniors and their parents/guardians. Prestige Portraits of Cicero has offered to have our seniors visit their studio for a private sitting to have their senior yearbook portrait taken. A session brochure is included with this mailing so that you can see all of the session options available to you and for you to select the best session that describes YOU. The Essential Session is FREE to all seniors who are just looking to have their portrait taken for the yearbook.

To make an appointment for your senior portrait session, please utilize the company's online scheduling website located at:  
http://www.prestigeportraitsfcicero.com

You may also call them at (877)498-0909. The studio is located in the Aldi’s Plaza, 5962 Route 31, Cicero, NY 13039.

The yearbook pose is due to the school no later than October 27, 2017, which Prestige Portraits will do for you automatically. However, in order to be included on the yearbook CD, it is imperative that your appointment be scheduled for no later than September 30, 2017. Appointments made for October 1 or later will not be automatically sent to the high school and it would be the responsibility of the senior to submit the image or CD to the yearbook staff.

After the portraits are taken, proofs will be mailed home to you. You will have the opportunity to purchase portrait packages from Prestige, but you are under no obligation to do so.

For your information, underclassmen photographs for the yearbook will be taken during school in September. At that time, Senior’s will also be photographed for student I.D. card and security purposes. If a senior does not turn in a professional picture by Friday, October 27, 2017, the yearbook staff will use the school I.D. picture in the senior section of the yearbook. If we do not have a student picture on file at school, the missing student's name will be placed in the shutter shy section. If you have any questions regarding senior portraits, please contact yearbook advisor Sean Brown at (315)453-1500 extension 4334.

If you choose to go to another photographer, below are the specifications that MUST be met by your photographer. If your student is being photographed at a department store studio, please be sure to submit a hard copy of the portrait directly to the yearbook advisor.
1. **HARD COPY PICTURES ONLY** (**Digital files No longer accepted**) No Matte finishes, No black and white or sepia tone pictures

2. **PRINT SIZE** - 2” x 2-1/2”, not including margins (Name can be on picture for ID)

3. **HEAD SIZE** - 1-1/4” measured from top of head to bottom of chin.

4. **LIGHTING RATIO** - Four to one highlight to shadow ratio.

5. **CONTRAST** - Must be good graduation tones.

6. **BACKGROUND** - Corners must be dark with medium hot spot behind head and shoulders, slightly mottled.

7. **BACKGROUND COLOR** - Predominantly soft, mottled, subtle tones of grey.

8. **CLOTHING** - Girls: Avoid extreme necklines or loud patterns. 
   **Boys:** Prefer conservative coat and tie to harmonize.

9. **POSES** - Variety of good head and shoulder poses. Subject’s head and shoulders turned in varying angles. No extreme head tilts or angles, No hands, No Feet, No mug shots, No Trees, No instruments, No sports equipment.

10. **IDENTIFICATION** - Name must be on the glossy print for positive identification. (The photographers name must also be supplied)

11. **SCHEDULE** - Glossies to be delivered to the yearbook advisor by the yearbooks Senior section **Deadline of Friday, October 27, 2017.**

   *Please Note: Yearbook portraits that do not meet above specifications will not be included in the Liverpool yearbook. There is no guarantee that portraits submitted after October 27, 2017 will be in the yearbook.*

Please note that you are ultimately responsible for having this portrait taken and that it is not the responsibility of Liverpool High School to ensure that each senior has a portrait to be included in the yearbook.

Thank you for your support and have a wonderful summer!

   Sincerely,
   
   Yearbook Advisor
   LHS Hiawathan

Enc.