

MEXICO ACADEMY Senior FORMAL Yearbook Portrait GUIDELINES

SAVE .JPEG FILE AS- EX: Mack, Avery.jpg then send to:
dmaidens@mexicocsd.org

DEADLINE IS:
EARLY NOVEMBER

2.5 inches wide

3.5 inches TALL



2.5" x 3.5" @ 300 DPI/PPI

$2.5 \div 3.5 = .714$ proportion
*same scale as a 5x7"

NOTE the intentional EMPTY SPACES LEFT AROUND the top AND both sides of the face!

ANYTHING DEEMED: WRONG SIZE, TOO FAR AWAY, TOO TIGHTLY CROPPED, BAD LIGHTING, POOR QUALITY, AMATEUR, or DOES NOT FOLLOW OBEY OUR GUIDELINES... **WILL BE REJECTED!**

PHOTOGRAPHERS!-

- SEE ALL RULES BELOW: **READ & REVIEW BOTH SIDES OF THIS SHEET-**

- PLEASE REMEMBER... WE HAVE 150+ PHOTOS TO PUT SIDE BY SIDE AND MAINTAIN A UNIFORM LOOK THROUGHOUT THE ENTIRE SENIOR SECTION! -

- 1- All photos must fit our **2.5 x 3.5 @ 300 ppi** VERTICAL template and include an inter-frame in which the student's head **MUST** fit. Make head-size **NO** larger than the listed approx: 1.25 x 1.75 inch guideline to purposely **leave the needed blank space**.
- 2- **All backgrounds must be non-distracting. We are showcasing the STUDENT!** not their hands, knees, legs, cars, props instruments, purses, trees, pets, branches, flowers, leaves - **NO ANIMALS**, etc... **TIP: It's your face that we are promoting!**
- 3- **HANDS ARE NOT ALLOWED ON YOUR FACE!** Save your: lying down, fun, playful, or model-like poses for the optional baby ads.
- 4- **A FULLFACE SHOT-** Both eyes must be visible. No side-profiles, silhouettes, extreme black/white hyped or faded-for-effect shots.
- 5- **NO CELL-PHONE SNAPSHOTS** No writing/words/dates. No facebook candid, or BAD internet-copied low-resolution files.
- 6- Follow school dress code. Students must have shoulders and bodies adequately covered. **No inappropriate t-shirts/ sayings.**
- 7- **NO HATS, BANDANAS, SUNGLASSES, PROPS or WIGS!** Only MACS JROTC/Fire Dept. approved uniforms/hats are the only exception, ever!
- 8- Crisp/sharp focused pics only- No blurred filters. We will not be blamed for out of focus, or less than perfect clarity photos.
- 9- **ABSOLUTELY... no HORIZONTAL/LANDSCAPE formatted shots. THEY WILL BE REFUSED!** see page 2:
- 10- SENIOR PHOTOS MUST BE **FULL COLOR**. No extreme black/white, no blown-out highlights, no silver-reflective, muted, or sepia styles.
- 11- **WHO IS SENDING us your Photo?** YOUR photographer is waiting for **YOU** to **CONFIRM/PAY** for the one you want for our Yearbook.
> **FACT:** Most delays occur when a student/parent had a session -and never **PICKED which one** they want to use! PLEASE CALL THEM! :)

IF YOU CAN'T BRING US A PROFESSIONAL PORTRAIT- PLEASE ATTEND ONE OF THE FREE PROFESSIONAL SCHOOL FALL SESSIONS -

go to a **FREE** school session as a precaution- then if you get something nicer- bring it in- that way you have several options!

p1 of 2- OVER->

Inside/Outside approved Mexicanian Yearbook accepted PORTRAIT ORIENTATION ONLY:



Outdoor poses are okay- as long as the background is not distracting with branches/telephone poles,etc- and the lighting isn't harsh/overexposing!

DON'TS! Examples that do **NOT** meet our Specifications:

• Some of these shots are very artistic, but are NOT what we deem acceptable for OUR formal/traditional VERTICAL yearbook template size-

NO! **NO LANDSCAPE**

After recropping- this bad photo put into a vertical frame- it **CUTS OFF** lots!- Claustrophobic! No breathing extra space around the face- Because the orig. didnt leave any room to zoom back out...

RULE #1! ABSOLUTELY NO LANDSCAPE ORIENTATION
Incorrect head size for our **vertical** template. yearbook 2.5 x 3.5"

CROP BECOMES TOO CLOSE!
No marginal space around top or left and right sides.



Head size too small- TOO FAR AWAY!
showcases full body instead of desired face and shoulder profile. When cropped tightly it will be blurry

NO HANDS, HATS, BANDANAS, HEADGEAR.
ONLY school approved uniforms: MACS JROTC or local Fire Dept Issued, or religious-related headwear are the only exceptions- ever!



OVER - EXPOSED!
Too many washed out highlights- Shooting into the sun is not recommended. If it looks faded/transparent, try again!
HINT: A white dress outdoors in the bright sun is hard to capture accurately!

No BLACK & WHITE!
No extreme B/W contrast, or white on white-hyped ultra contrasty density!

NO HANDS!
NO INTERFERING DISTRACTIONS- Trees, walls, props, fences- **NO objects in the foreground or background! NO hands ANYWHERE** near the face, head, ears, or especially the chin...

NO HANDS ON FACE, or lying down, against wall, squatting, or action poses. Remember... a FORMAL sitting session!



NO HANDS NEAR FACE!



NO SIDE/ ODD - ANGLED BODY SHOTS-

save these playful artsy shots for the paid baby ad section of the yearbook.



NO HANDS!

PHOTOGRAPHER LIST

FOR MEXICO ACADEMY SENIORS 2025 V.6

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MACS HS's NEW SCHOOL PORTRAITS DAY Vendor!

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www.nscotttrimble.com (senior portraits section)

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Aimee Scott (Mohr)

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