

# MARVISTA 2011-2012 YEARBOOK GUIDELINES



The Marvista Yearbook Committee is dedicated to providing an annual keepsake for your child(ren), documenting the school year in pictures. We welcome your photographs and input throughout the year. Volunteers will help with creating the yearbook cover and layout, assisting with preparation of class pages/candid collages, and passing out books when they arrive.

Volunteers can sign up at the beginning of the year or contact the Yearbook Committee Chair, Caitlin Gribble, [cgribble4@comcast.net](mailto:cgribble4@comcast.net).

## WHAT TO SUBMIT

This is a student yearbook (i.e., photos of students at school or at school-sanctioned events are appropriate). Suggested topics for photo submissions:

- Classroom Parties/Celebrations
- Field Trips
- Academic Competitions/Contests
- Community Outreach
- Candid at School

## SUBMISSION FORMAT

- High-resolution photos
- Avoid camera phone pictures
  - Lifetouch's website does not accept low resolution images as they print poorly. Most camera phone photos will not work for print media.

## WHERE TO SUBMIT

- Images on CD may be brought to the main office (attn: Yearbook)
- Upload photos directly to our Lifetouch account:
  - <https://community.lifetouch.com>
  - Access code: **SYIKHW**

## YEARBOOK DESIGN & LAYOUT

- Photo selection is based on space availability in book and final approval by volunteer graphic design team.
- Not everything submitted will get in the yearbook, not because it is not a wonderful picture, but because there simply is not enough room for all pictures to be placed.
- Every effort is made to include a diverse group of students in our photo collages. Some children will be in multiple photos according to their activities, not designer bias.

## FINAL DEADLINE TO SUBMIT PHOTOS

The photo submission deadline is May 1, 2012. This allows time for the yearbook to be produced, printed, and distributed to the students during the last week of school.

*Thank you in advance for providing photos for our yearbook and making it as complete as possible!*