**Yearbook Class Rep/Photographer Guidelines**

* **Student Representation in the Book:** Take pictures of class events – remember to represent as many students as possible. For the classroom 3-page candid spreads we use about 30-40 shots total. We strive to have every kid in the class in at least one photo on this spread. (Any other pictures you take go on a few other pages throughout the book).
* **Over-Representation:** We also try to not have a particular student over-represented. This can be tricky because, as we know, some kids love that camera!
* **Photographers Attendance:** Work together with the photographers assigned in your grade to cover your events.
* **Group Shots:** Make sure there are different children in each shot (the same group shot with 1 or 2 kids swapped out is not as useful as group shots with different batches of kids.)
* **All-Class Group Pictures:** Please secure full group shots from key events like Walk-a-Thon, Field Trips, Christmas Concert, etc.
* **Individual Student Pictures:** This is generally not as useful as pictures with two or more students, but if it is a great costume, event, expression, then please submit.
* **Get a Good Range for Your Class:** Uniform days, special events, costume days, mass days, field trips, classroom shots. No need to attend EVERY event, and no need to submit thousands of pictures.
* **Special Class Events/Own Page:** Certain grade events get their page in the Yearbook (First Communion, May Crowning, Passion Play, 7th Grade Thanksgiving, etc.) and plenty of pictures will be needed to make up the page.
* **Students and Teachers:** Don’t forget pictures with students and teachers interacting!
* **P.S.** Hard to do, but please refrain from having your kid(s) in too many of your shots. BY all means take pictures of your loved one(s), but no need to submit them all to the yearbook.
* Logon for shared Smug Mug site to upload pictures.

PLEASE **do not** share this logon and password with anyone who is not on the Yearbook Team!

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| * **UPLOADING: Please upload within 1 week of the event to receive hours for Yearbook Track It Forward!!!!!!!!!!** |