**Yearbook Class Photographer Guidelines**

* **Student Representation in the Book:** Take photos of class events (holiday parties, field trips, special class-specific projects) and schoolwide events (International Day Parade, Book Fair, Catholic Schools Week events, STEAM day, etc.) – remember to represent as many students as possible.

For the classroom 3-page candid spreads, we use about 30-40 photos total. We strive to have every student in the class in at least two photos in this spread.

* **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!
* **Group Photos:** Make sure there are different children in each shot (the same group shot with 1 or 2 children swapped out is not as useful as group shots with different groups of children.)
* **All-Class Group Photos:** Please secure full group photos from key events like the Walk-a-Thon, Field Trips, Christmas Concert, etc.
* **Individual Student Photos:** Individual student photos are acceptable and welcome if it’s a great photo, expression, special recognition.
* **Get a Good Range for Your Class:** Spirit days, special events, mass/formal days, field trips, classroom shots. No need to attend EVERY event, and no need to submit thousands of photos. All photos submitted should be of students taken **on campus**. Exceptions are SFDS sports and various 8th grade-specific events.
* **Students and Faculty/Staff:** Don’t forget photos of students and faculty/staff interacting!
* **Special Class & Holiday Events:** We have yearbook pages set aside for certain events – some grade-specific, some schoolwide – and an email will go out requesting a volunteer or two to photograph the event. These events include, but are not limited to, the Blessing of the Animals, the Progressive Dinner, International Day, First Communion, etc. and plenty of photos will be needed to make up the page(s).
* **Photographers’ Coverage and On-Campus Presence:** Work together with the photographers assigned in your grade to cover your events. Communicate availability so we can arrange necessary coverage.

Any yearbook photography taking place during school hours needs to be communicated in advance ([tlavadenz@hotmail.com](mailto:tlavadenz@hotmail.com)). Photographers are required to sign in at the office upon arrival.

* **Photo Submission:** Links to upload photos will be emailed to photographers shortly before or immediately following an event. Please edit your photos before submitting. Photos should be submitted within 4 days of the event. In order to help reduce the chance of duplicate photos in the yearbook, upload your photos to only one link.
* **Track It Forward Submission:** Once you have uploaded your photos, please remember to submit your time for approval on Track It Forward. Your time volunteered is appreciated – THANK YOU in advance.
* **REMINDER:**  Hard to do, but please refrain from having your child(ren) 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.

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| * **UPLOADING: Please upload within 0-4 days of the event to receive hours for Yearbook Track It Forward!!!!!!!!!!** |

Please email Teresa with any questions: tlavadenz@hotmail.com