Thunderbird Yearbook

Bellevue West High School 1501 Thurston Avenue Bellevue, NE 68123 Phone #: (402)293-4068 Email: bw.yearbook@gmail.com / aaron. stueve@bpsne.net

May 23, 2018

Dear Seniors and Parents,

The Bellevue West Yearbook department would like to welcome you to your senior year at Bellevue West High School. This packet is here as a guide to inform you on the tough decisions you will make in order to have a memorable final yearbook.

Senior Photos

You may already be in the process of obtaining your senior photos and might already know to send them to **bw.yearbook@gmail.com** or **aaron.stueve@bpsne.net**. We will be accepting photos May 26 2018. Senior photos should be submitted by **Tuesday November 20, 2018** (any photos submitted past this date are guaranteed in the yearbook.) We prefer high quality digital copies in .jpg format - either via email or submitted on a CD. If you plan to have your picture taken professionally, please make an appointment during the summer so it will be easier to meet this deadline. You may chose to have your picture taken by the district photographer at no charge when underclassmen pictures are taken in September. You will be allowed to do this n your English class the day of underclassmen pictures. If you have any questions, please email or call yearbook advisor Aaron Stueve at aaron.stueve@bpsne.net, (402)293-4068.

Photo Requirements

1. Due Date: A vertical photograph turned into the Journalism Department by Tuesday, November 20, 2018. 2. Pose Specification: Only vertical, front facing, eyes looking at the camera, head and shoulder shots will be published. (Hands near face, arms folded across the chest, profiles, full body, back facing body with head looking over shoulder, side shorts or double exposers are **Unacceptable**). Please make sure this photo does not have a studio signature and is not in soft focus. See the example images for unacceptable and acceptable portraits.

3. Clothing Style: A simple, appropriate clothing style is recommended. Sexual suggestive clothing (or lack of clothing) is not acceptable.

4. Background: A background that does not distract from a students face works best. Props can not be in the picture (sunglasses, false or "prop" glasses, hats, cars, pets, etc.).

5. Prints and Digitals: Pictures may be submitted in hard copy format if necessary. Hard copies may be submitted in wallet size, but any size is acceptable. The picture should have straight edged corners, no soft focus, and no studio signature. The photo can also be submitted as a 300 dpi.jpg, on a CD or emailed to bwyearbook@ gmail.com. Please do not submit pictures on a floppy disc or any other file format.

6. Purchasing Photos: Studio time and purchasing photo packets are a private agreement and a financial transaction between the student, parents, and the photographer. This agreement does not include Bellevue West. Professional photographers may require a deposit, or payment in full, before they release the picture to the school. We encourage families to become familiar with the studios rules. Remember, you can always sign up to have your picture taken for the yearbook at no cost by the district photographer in the fall.

7. Yearbook Photographers: If students can not provide a senior photo, the yearbook photographers are available to take photos for the student. If the guidelines and due date mentioned above are not honored, the yearbook staff does not guarantee publication in the yearbook. NOTE: Just because you have something in a past yearbook doesn't mean that it's acceptable for this years yearbook. Furthermore, if there is any question as to whether a picture is acceptable or not, contact us. Just because your photographer says its fine does not mean that we approve it. It's your responsibility to insure we've received your picture and that it is in the correct format. Please email to bwyearbook@gmail.com, aaron.stueve@bpsne.net or call (402)293-4068 for verification that your photo was received. Do not call your photographer to verify they sent it; contact us!

Aaron Stueve, Yearbook Advisor Brynn Haer, Dedications Editor Kara Morgia, People Editor

Senior Photo Requirements

Due: November 20, 2018

Acceptable:



Arms can be crossed as long as hands aren't in face.



Outdoor photos may be submitted.



Vibrant backgrounds may be used if not distracting.



Photos can be formal.

Unacceptable:

No hands near the face; Consistency is important throughout the yearbook so hands may seem awkward.

No distracting backgrounds that take away from the actual senior in the photo.

Facing backwards of horizontal shots are not acceptable.

Props of any kind are not permitted.

Sexually suggestive clothing and poses are not appropriate.

Self shots will not be accepted.

Dedication Order Form Class of 2019	Return this form and photos to:
Parent/Guardian	Bellevue West High School Thunderbird Yearbook
Name of Student	1501 Thurston Avenue Bellevue, NE 68123
Home Phone	Questions? Contact us
Cell Phone	at: bw.yearbook@gmail.com
Address	aaron.stueve@bpsne.net brynnhaer.student20@ bpsne.net (402) 293-4068
E-mail	Order Checklist Check all that apply 1/8 pg = \$50.00
Due 11/20/18	1/4 pg = \$80.00
We will start accepting dedications on May	1/2 pg = \$130.00
24th, 2018	1 pg = \$230.00
	Add Yearbook = \$50.00
Dedication Limits:	Add Custom = \$25.00
1/8 pg = Max 3 pictures, 40 word count 1/4 pg = Max 4 pictures, 70 word count 1/2 pg = Max 6 pictures, 130 word count	(More about "custom dedications" on the following pages) Total:
1 pg = Max 10 pictures, 260 word count	ATTENTION: We will e-mail a copy of the dedication you have purchased

Please remember to type your message as you would like it to appear on the page. Please attach your typed message to this form. If there is other applicable information you would like us to be aware of, please specify below.

so you can make sure everything is in order before we finalize it.





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These are some examples of 1/2 page, 1/4 page, and 1/8 page dedications for the yearbook next year (without the custom option).

Custom Dedications

Custom dedications will be individually designed by staff members for each student and there will be no limit on word count or pictures.



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