

May 6, 2009

Dear Parents,

The yearbook staff is already planning the 2010 *Chi Rho*. We understand that the senior year is a busy one, so we want you to have ample time to prepare for the senior yearbook portraits and/or senior yearbook ads.

Since there are several items we will need from each senior, it is best to make preparations for these items during the summer. First, students need to schedule their senior yearbook portraits this summer. Garrison's Photography, 716 West 15th in Edmond, is the official portrait photographer for the yearbook portraits. You can schedule an appointment by calling 405.341.0734. It is much easier to make an appointment now since Garrison's also takes portraits for the Edmond schools and appointment times fill quickly once school starts.

The yearbook portraits must be taken by **Friday, Oct. 2** to ensure inclusion in the yearbook. A \$10 plus tax session fee will be charged per student, and the school will receive \$5 for each student photographed. These funds will be used to mail the spring yearbook supplements to the seniors after graduation. The studio does charge additional fees for retouching. Please provide specific instructions on retouching as the studio normally only retouches for blemishes.

Female students will be photographed in the traditional black drape as provided by Garrison Photography. Males will be photographed in a coat and tie.

In addition to senior portraits, the yearbook staff is selling yearbook ads. The prices for the ads, commonly referred to as "baby ads" or "senior salutes," are listed on the attached application. The **early bird** deadline for the ads is **2 p.m. Friday, Oct. 2**. The **On-Time** deadline is 2 p.m. Friday, Oct. 16, 2009. After this date, ads may only be accepted if there is space available. After Oct. 16, *only if space is available*, there would be a \$100 late fee on any ad purchased. Please do not count on there being additional space. Please make sure you have your ads in by either the **early bird deadline** or the **On-Time** deadline.

Finally, regardless of whether or not you purchase an ad, we would like to include a baby photo of each senior in the senior section of the yearbook. So, please forward a baby photo to Kelly Matteson at the school address or at the email address listed below. Enclosed are copies from last year's yearbook with sample senior yearbook ads and an illustration to show how the baby photos were used on the senior portrait pages.

Important Photo Information

Digital photos (tiff or jpeg only) MUST be emailed to Kelly Matteson at the email address below. Each photo file size must be at least 300 dpi or it will not print in the yearbook.

- Please do not cut photos in various shapes.
- Please do not staple or paper clip photos as they can get scratched.
- Please be sure to write the student's name on the back of all photographs submitted.
- Photos cannot be returned. You will not receive these pictures back.
- Please do not submit photocopies of your photographs.

Following the above guidelines will help ensure that your photos reproduce nicely in the yearbook.

If you have questions, please email me at kmatteson@bmchs.org. Thank you for your support of the journalism program.

Sincerely,

Kelly Matteson
Yearbook Adviser