

CEDAR SPRINGS HIGH SCHOOL

SENIOR PORTRAIT GUIDELINES

Dear Parents and Students,

We are contacting you early in hopes of establishing guidelines for the senior portraits for the 2023/2024 edition of the Cedar Springs High School yearbook, The Hawk. We do our senior portraits in a very traditional manner and follow fairly strict guidelines, by which we hope you will abide.

HERE ARE OUR REQUIREMENTS*:

- Senior must be centered in the photo facing the camera, both eyes visible.
- Pose must be a waist-up shot. No hands near the face. No knees blocking the body.
- Student must be sitting or standing. No photos of students laying on the ground.
- No props (animals, hats, sunglasses, cars, sport equipment, musical instruments, or additional people in the photo). No weapons.
- Backgrounds (trees, rocks, columns, etc.) should not block the view of the student.
- Please send the photo in color, not black and white.
- Background must be simple and uncluttered. Outdoors preferable.
- No texture, name stamping, embossing, or date stamp.
- Submit photo in digital format. All photos must print at 300 dpi in resolution and be saved as a TIFF, JPG, or PNG file.



Senior portraits will be due December 2, 2023 and can be sent to hsyearbook@csredhawks.org. Photos files must be named with the senior's legal last name and then the legal first name (ex: SmithWilliam.jpg).

If a virtual portrait can not possibly be sent, please talk to Ms. Schultz (Room 300).

[*] All senior ad content must be in compliance with CSPS board policy, procedures, administrative guidelines, and the high school student handbook.