

**Requirements for Digital Images from Outside Photographers:
Prince George High School
Class of 2016**

- Digital Camera requirements: Nikon D3, Nikon D700 or Nikon D300, or Canon 1D Mark III, Canon 5D or 5D Mark II or Canon 50D. Lens requirement: Nikon 24-70mm AFS 2.8 or the Canon 24-70mm 2.8 L lens. Either the Nikon or Canon lens provides the contrast requirement. We do not accept images from vendors with equipment that does not meet our standards. Equipment criteria will be updated as digital equipment improves and this is subject to change in accordance with school publication needs.
- The image properties must be 300 dpi, 4000x3000 pixels, highest resolution, and TIFF images only to avoid image degradation. Only the noted cameras will be accepted. If your images when profiled do not indicate the correct specifications you will be excluded from our list of approved vendors.
- Vendors must be approved by our school publication. If submitting photos for the first time with PGHS, vendors must provide multiple multi-cultural samples of tux and drape images to be approved. No exceptions.
- HEAD SIZE is critical and must meet specifications if the image is not within 1/16 of an inch then your image will not be accepted. An incorrect head size will prevent your image from properly auto flowing into the publisher's customized software.
- Using a 4x5 print to denote the proper crop for yearbook images, the image for tux and drape portraits must be as follows. The top of the seniors head must be 2.5 picas down and from the top of the head to the bottom of the chin allow 15 picas with a minimum of .25 pica error. Failure to provide this will exclude all images from this vendor.
- Provide images on a CD with the Last Name, First Name and Middle Initial or name of the senior. Provide the email addresses for both the senior and vendor.
- Male attire must be a white shirt, black studs for the shirt buttons two and three, bow tie, and black tuxedo jacket.
- Female attire must be a solid black drape, small earrings, and pearls or a thin necklace.
- Seniors must be facing the camera. Their shoulders may be angled to the left or right, but the students' shoulders must be visible in the photograph. Over-the-shoulder poses will not be accepted.
- Portraits must be in clear, sharp focus, not soft focus. There should be no halo effect on the photo. The color background should be consistent throughout photo.
- The yearbook pose must be taken with a blue background. The required background must be used on the picture. Altered versions of this background will not be accepted. The background can be obtained by emailing Mr. Waugaman at cwaugaman@pgs.k12.va.us or going to the school's web page at <http://staff.pgs.k12.va.us/~pghs>.

You must meet all of the requirements listed above in order to submit your personal photo in the yearbook. If you do not think you can meet these requirements, please sign up in A2 for the Yearbook Only picture when it is announced in English and government classes.

CDs must be submitted by 3:00 p.m. on Friday, September 25, 2015. You will be notified by October 2nd as to whether or not your picture is accepted. If it is not accepted, you will need to sign up for the Yearbook Only picture.

Please see Mr. Waugaman in A2 if you have any questions.