

## **Submission Guidelines:**

Digital photos only.

Photos must be taken at KLES...unless it is a fieldtrip.

Photos should be submitted on a CD (disk) or on a USB travel drive or submit your camera's card. The USB travel drive and camera cards will be returned; the disk will not be returned unless otherwise noted by you.

### **ORGANIZE**

1. Please put your photos into folders...if you do not know what that means please either "rename" each photo or include a separate written description. We don't need the children's names, per se, just something like: ( Miss Mann's, Agrirama field trip).
2. Please clear out any unusable (i.e. out of focus, way too dark, way too light, or just plain boring) photos...this is an overwhelming task for us.
3. Please include your name on the disk, or in the case of the other media forms, put it on the envelope.
4. Please leave submissions in the front office. Tell the office staff it is for the yearbook and they will be glad to put it into the yearbook box.
5. Put your submissions in an envelope marked YEARBOOK...and include your name. If you need the items returned include phone number and email so we can email you when it is ready for pick up.

Please, try to include a variety of children throughout the disk (this is the digital age and snapping a few extras really helps us in our goal of trying to include a wide variety of children).

**Have the photo tell a story**..... Remember the class photo section is where we will have the "portraits" of the children. The rest is to tell a story not become a repeat of just headshots of the children that attend the school.

Set your camera for a fairly high resolution... (If you are tech savvy we really need something about 700kb or higher, but not over 3MB Yikes!)... We shoot at 1MB and a bit higher, many of you do as well.

We want to thank each and everyone of you that submit photos. If you have any questions/suggestions/problems or concerns, please email either of us.

Yearbook Volunteer Coordinators,  
Dana Martin [danamartin@embarqmail.com](mailto:danamartin@embarqmail.com)  
Bev Moore [bevmoore@embarqmail.com](mailto:bevmoore@embarqmail.com)