

# Pictures for Senior Recognition Day

Seniors will be recognized during a special Senior Recognition Worship Service on Sunday, May 16<sup>th</sup> at 4:30PM. We will host an hors d'oeuvres and dessert reception following the service. More information will be mailed at a later date.

At this time, our focus is on collecting photos for the Senior slideshow and the worship bulletin insert. All seniors need to provide 1 baby picture, 1 senior portrait and 3 candid photos by **Sunday, April 4th**. Pictures should be scanned and emailed to [seniorrec@shades.org](mailto:seniorrec@shades.org). If you don't have access to a scanner then hard copies can be turned in to Sunday school or dropped off at the church in the main office or the Student Building. Please use the same format (digital or hard copy) for all pictures, if possible.



## Photo Guidelines

Baby pictures should generally be from birth-age 3. Please select a photo that only includes the student and will show up well on screen.

Senior portraits are typically formal shots, but professional casual shots will work, as well. The senior portrait will also be used in the church worship guide insert.

Candid photos can be individual or group photos that are fun, and appropriate. Please be sure clothing and activities in the photos are appropriate for the slideshow.

## Digital Copies of Photos

1. Scan photos at a high resolution for best quality. Please crop the picture if there is a border, if there are jagged edges, or if it is not cut straight. It should be ready to insert into the slideshow without requiring additional editing.
2. Save the baby and senior photo as a jpeg file in the following format: "LastName\_FirstName\_1" for the baby picture, "LastName\_FirstName\_2" for the senior portrait and "LastName\_FirstName\_3/4/5" for the three candid photos. (ex. Smith\_Jane\_1.jpg, Smith\_Jane\_2.jpg)
3. E-mail digital files to [seniorrec@shades.org](mailto:seniorrec@shades.org) with the student's name in the subject line. (ex. Jane Smith- baby/senior pictures)

## Hard Copies of Photos

Hard copies of photos should be no larger than 5x7.

Photos should be labeled with student's first and last name. Do not use Sharpie pens on photos.

Hard copies should be placed in an envelope labeled with the student's name and turned in to a Sunday school director. Please arrange to pick up your photos after Senior Recognition.