

# Senior Portraits 2024-2025

## Senior Yearbook Deadline August 30, 2024

yearbook.brookhavenacademy@gmail.com

- Senior Information Sheet – REQUIRED BY ALL SENIORS
- Senior Formal Picture – REQUIRED BY ALL SENIORS
- Senior Casual Picture – REQUIRED BY ALL SENIORS
- Baby or Toddler Picture – REQUIRED BY ALL SENIORS
- Yearbook Ad forms, photos and payment or billing authorization

Congratulations on beginning your Senior Year! There are many things you will be planning over the summer to help make your senior year special. One item you will need to take care of this summer is Senior Portraits. These are used in the senior class pages of the yearbook as well as for official senior class programs such as Vespers, Mississippi Scholars, class composite, and any images the local newspaper may request. Please give yourself plenty of time to schedule and take your senior portraits. The yearbook staff will need these by **FRIDAY, AUGUST 30**. Our deadlines for printing the yearbook start as soon as the school year begins.

The Senior Class section of the yearbook includes a formal, casual and baby picture of each senior. These photos are separate from the purchased Senior Ads in the back of the yearbook.

1. **Formal pictures:** (girls in a drape and boys in a tux) Brookhaven Academy has a contract with Johnny Smith (601-835-2551) for school pictures. If you choose someone other than Johnny Smith for your casual pictures, you will need to schedule an additional appointment with Johnny to take your formal picture. After you proof your pictures you will need to let his studio know which picture you have selected. This needs to be done by the **FRIDAY, AUGUST 30** deadline. Johnny will hold all formals and send them to us at one time.
2. **Casual pictures:** You may use Johnny Smith and take this at the same time as your Formal picture, or you may schedule an appointment with the photographer of your choice. If you are choosing one picture as your senior casual photo and another as your senior ad, please make sure you or your photographer labels them as such so our staff knows which ones to use. Photos should be emailed to [yearbook.brookhavenacademy@gmail.com](mailto:yearbook.brookhavenacademy@gmail.com) or submitted by CD/DVD or flash/USB drive to the school office. Your photographer may email them directly for you. It is very important that the yearbook staff receive this picture by the **FRIDAY, AUGUST 30 DEADLINE**.

Senior photos for the class pages must meet the following criteria:

- Photo must use portrait (vertical) alignment--not landscape (horizontal).
- Color photos only will be accepted--no black and white.
- Do not send a screen shot from your phone. The resolution will not be high enough print quality.
- Do not send a "proof" from the photographer with watermarks, logos, or proof numbers.
- The yearbook staff has the right to crop photos.
- Wear appropriate clothing. Bathing suits, crop tops and shirtless are not appropriate.

3. **Senior baby picture:** A picture of each senior as a baby or toddler will also be included in the yearbook. Please select a baby/toddler picture and submit it to the yearbook by **FRIDAY, AUGUST 30**. This picture needs to be submitted by CD/DVD, flash drive or email ([yearbook.brookhavenacademy@gmail.com](mailto:yearbook.brookhavenacademy@gmail.com)). If you need to scan it to a CD/DVD, Wal-Mart or Walgreens can assist you with this. If you are emailing the photo, please place the senior's name in the subject line when you email it so we can recognize who it belongs to. It is very important that the yearbook staff receive this picture by **FRIDAY, AUGUST 30**.

# Senior Yearbook Information Sheet 2024-2025

**Senior Yearbook Deadline August 30, 2024**

yearbook.brookhavenacademy@gmail.com

- Senior Information Sheet – REQUIRED BY ALL SENIORS (this sheet)
- Senior Formal Picture – REQUIRED BY ALL SENIORS
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## SENIOR:

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

## FORMAL PICTURE TAKEN BY JOHNNY SMITH:

Image name or number: \_\_\_\_\_

## CASUAL PICTURE:

Photographer: \_\_\_\_\_

Image name or number: \_\_\_\_\_

## BABY/TODDLER PICTURE:

Image name or number: \_\_\_\_\_

## SENIOR ADS:

TOTAL number of ads purchased: \_\_\_\_\_

Please attach a separate ad form for each ad purchased.

Please fill out each ad form completely.

# Senior Yearbook Ad Information 2024-2025

**Due Date: FRIDAY, AUGUST 30**

**\$225 full page or \$125 half page**

**ALL information and images** needs to be submitted by this date

It is time to start thinking about your Senior Ads for the yearbook. Many families choose to purchase more than one ad. The yearbook ad space is limited. Senior ads must be purchased **no later than FRIDAY, AUGUST 30**. You may have this billed to your BA account. **ALL materials (correct images, completed forms, all ad wording, and billing information) must be turned in by the FRIDAY, AUGUST 30 deadline.**

If you are using a CD/DVD or USB drive, please place it in an envelope or ziplock bag with the Senior Ad Order Form so that all materials will be kept together. Please turn in a separate ad form for each ad purchased. Make sure to fill out the form completely and list all contact information in case we have any questions. The yearbook staff will work hard to create your ads to your specifications. If you have any questions please feel free to contact the school office and leave a message for Sherylyn Evans or contact me by email at [yearbook.brookhavenacademy@gmail.com](mailto:yearbook.brookhavenacademy@gmail.com) or [sherylynevans.ba@gmail.com](mailto:sherylynevans.ba@gmail.com).

Your photos can be emailed to [yearbook.brookhavenacademy@gmail.com](mailto:yearbook.brookhavenacademy@gmail.com). All photos need to be submitted by email, CD/DVD, or USB drive. We will not be able to accept actual photos needing to be scanned. **For best results the photos need to be a minimum of 1800x2400 pixels.** If Johnny Smith is your photographer he will send all BA Seniors' images to the yearbook after the deadline date. It is your responsibility to make sure Johnny's office and the yearbook staff have the correct image numbers from Johnny. You will use the ad forms and the Senior Information Sheet to give this information to the yearbook staff.

Please limit the number of photos to be used on each ad to no more than four. Most ads work best with one main photo. **For an image to be full page is must be a minimum of 1800x2400 pixels.**

When you are selecting an image for a senior ad keep in mind you will want wording on the page. You may want to select an image that has background space around your senior so there is an area to place wording.

**Ad order form on back**

# Brookhaven Academy Senior Yearbook Ad Order Form 2024-2025

**\*PLEASE SUBMIT A SEPARATE FORM FOR EACH AD.**

**\*ALL AD INFORMATION (INCLUDING PICTURES) IS DUE BY FRIDAY, AUGUST 30.**

Senior Name:	Ad Size: <input type="checkbox"/> Full Page \$225 <input type="checkbox"/> Half Page \$125
Purchaser's Contact Information	
Purchased by:	Cell Phone:
Email Address:	
<input type="checkbox"/> Payment Attached (Check made to Brookhaven Academy) or Bill Account -- Account Name:	
Photos are: <input type="checkbox"/> emailed by purchaser      yearbook.brookhavenacademy@gmail.com <input type="checkbox"/> emailed by photographer      yearbook.brookhavenacademy@gmail.com <input type="checkbox"/> included on CD/DVD or USB drive (include with order form)	Photographer's Name and Phone:
Photo file number or description:	
Ad wording:	
Special Instructions:	

*Yearbook Staff Use:*

<i>Photos:</i>	<i>Assigned to:</i>	<i>Page Number:</i>
<i>Received:</i>	<i>On List:</i>	<i>Bill to Office:</i>
		<i>Contact:</i>

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