

Class of 2016 SENIOR INFO

Portraits and Memories

SENIOR PORTRAITS:

Yearbook portraits can be emailed to phsyearbook@portsmouth.k12.nh.us (300 dpi, JPEG or TIFF format.) Please be sure that your name is included in the email. Portraits submitted in “hard copy” must be 2” x 3” and vertical. Head and shoulders shot in black and white or color are acceptable. Portraits may be dropped off in the guidance office. Please be sure your name is written on the back and put the photo in an envelope. *The Yearbook Advisors have the right to refuse any senior portrait that is deemed inappropriate.* DEADLINE: October 30, 2015 – if you don’t submit any photograph, **we will use your Student ID photo.**

SENIOR MEMORIES:

You must submit all memories to the yearbook via our e-mail account **only**, handwritten memories will not be accepted. All senior memories are due to the Yearbook no later than **October 30, 2015.**

phsyearbook@portsmouth.k12.nh.us

Please use this as your reference line in the email: Your Name – 2016 Senior Memories

And Please be sure your name is included in the body of the emails.

Portraits and Memories are not considered “received” until we confirm receipt with a reply email. If you do not receive a reply confirming receipt, please let Yearbook Advisors, Ms. Relinski (Guidance Office) or Mr. Harrison (English Dept), know as soon as possible. Please save a copy of your reply email.

This is what your email should look like when the yearbook staff receives it:

```
> YOUR NAME
>
> NICKNAME: PowderPuff, Adri, Dri
> MEMORIES: Frosh year, 06-Sawyers, ML 143 my best! KW,MM from beginning to
end 143! Mom,Dad and Gram, TY so much for all143. Kay-Marie and Fam, my life.
LY all so much! Carla YOU got me through PHS-143. Gramp-I will always love
you.
> FUTURE: Paul Mitchell w/ ML!
> PHILOSOPHY: in the end, all that comes next is a new beginning.
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When typing your memories, please remember...

- **If you string letters together, everything will be deleted. Please do not do this:**
ShoutouttoallmygirlsAF/AD/GE/PP
- Memories must be no more than **360 characters**, spaces and letters. Type your memories using Microsoft Word (or equivalent software program) and do a Word Count under the Tools option on the tool bar. Your Word Count should be no more than 360 Characters (with spaces). **Memories will be edited at the discretion of the yearbook staff for any overages.**
- Use size 10 Arial font when sending it in via e-mail.
- No abbreviations, spell it out! *If we don’t know what it means, it will be edited.*
- The Memories Headings are NICKNAME, ACTIVITIES, MEMORIES, FUTURE, and PHILOSOPHY or QUOTE. You may use all five or choose the headings you want. Be sure to type these in your Word document. They count towards the 360 characters, letters and spaces.

MEMORIES MUST BE EMAILED! DEADLINE October 30, 2015