

YEARBOOK QUICK GUIDE (2018-2019)

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COST

The cost of the yearbook is **\$25.00** per book. This fee is the preorder fee and is paid to your coach with the money submitted to each individual District Chair. In turn the District Chair is responsible for turning the money into the State Treasurer. At state a select number of yearbooks will be available on a first come first serve basis for \$30.00 per book.

DISTRICT RESPONSIBILITY

Each district shall appoint one representative to work with the Yearbook Editor to help acquire photos and information necessary to complete the yearbook. This person will be responsible in reaching out to the schools and maintaining set deadlines. The Yearbook Editor utilizes dropbox to upload and share information. However, if dropbox cannot be used, the Editor can send a large file transfer link for the representative to upload documents. Links and folders are preset up by Editor upon receiving the representative's email address.

DEADLINES

January 12th, 2019 - Senior Pics and Bios

February 2nd, 2019 - Team Pics, Team List and Team Bios

February 16th, 2019 - Yearbook Cover Contest Submissions Due - Contest Form at end of this document

March 1st, 2019 - Yearbook Ads and Money due. - Ad Form at end of this document

DISTRICT INFORMATION LABELING

Each district should be kept in their own folder (i.e. D1, D2, D3, D4, D5, D6, D7), etc.. Within these folders each district should have folders of each school. See Fig 1. Each school should have clearly identified Senior Bios/Pics, Team Bios/Pics and any other pertinent information. See Fig. 2.



Fig 1

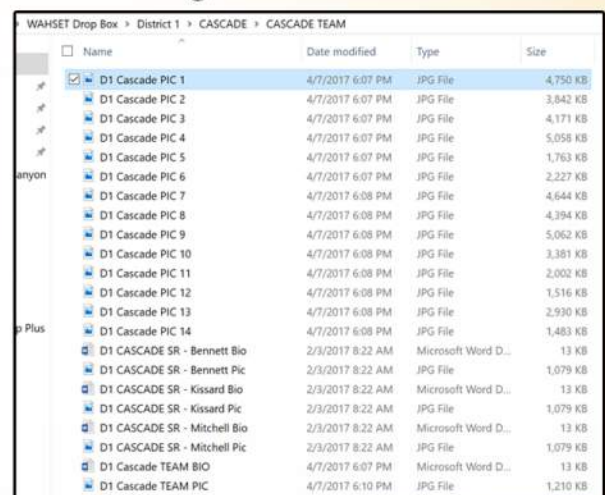


Fig 2

SENIOR BIOS/PICTURES

Please label each senior bio and picture with District, School, LAST NAME and whether Bio or Pic. For Example DI CASCADE SR - Reed Bio and DI CASCADE SR - Reed Pic

This will help keep the items in alphabetical order for ease of creating the document. There is a limit of 200 words, this is dependant upon the layout space and what fits. If the bio is too long it will be asked to be revised. Please send bios in a word or text document. PDFs do NOT allow me to copy and paste text. For senior photos, please request Vertical Photos. Each photo must be at least 1MP, saved in .jpg format. Please no cell phone pictures or photos embedded inside word documents. A low quality dpi photo will result in a low quality image for the yearbook.



TEAM BIOS/PICTURES

Team bios and pictures follow similar rules as listed above with the exception of for team pictures, have a horizontal photo. Labeling of the photo with names of kids is NOT recommended in case of cropping to fit the allotted space. Also for team pictures, being on horseback is NOT required. A great photo taken indoors with all the students is a great way to clearly see each individual student. Some examples are shown below. Be creative. There is no wrong way to take a picture. Just ensure that the resolution is high and photos are at least 1MP.



TEAM EXTRA PICS

Each team gets 2 extra pages of pics. Large teams get 3. This is dependant upon items sent and quality of photos. If photos are too low resolution they will NOT be included in the yearbook. If only a few photos are sent, the Editor will have final say in how they are represented and displayed. Please do NOT send pages with photos pre-arranged.