

July, 2018

Dear Incoming Seniors and Parents,

Congratulations on completing another year at Garden City High School! As you can imagine, senior year includes a lot of important yearbook deadlines. It is imperative that you carefully follow the dates and guidelines set by the yearbook staff. Attached you will find an explanation of each item and a checklist of dates. This information can also be found on the Mast Yearbook website that can be accessed through the high school website.

The first set of dates is Senior Portraits. Senior Portraits will be **August 6th through 10th** in room 147 from 8:30am-3:30pm. We strongly encourage you to take your senior portraits in August, as this will ensure significant time to proof your portraits. You will receive **further information** and a **scheduled time** for your Senior Portraits in the mail from Island Photography. This will be sent **approximately two weeks** prior to your scheduled date. If you have any questions about Senior Portraits, please contact Island Photography at 516-767-1234.

Please carefully read the descriptions below.

Thank you for your cooperation. Please contact us with any questions or concerns.

Sincerely,
Mr. Karp and Mrs. Squires
Mast Advisors

CONTACT and MAILING INFORMATION

Email: squiresk@gcufsd.net

Website: <http://www.gardencity.k12.ny.us/Page/5960>

Twitter: [@Mrs. Squires@GardenCityYrbk](https://twitter.com/MrsSquires)

2018-2019 IMPORTANT YEARBOOK INFORMATION

1. Senior Portraits

August 6th- 10th- Library, 8:30am-3:30pm

September 14th & 17th – Senior Photo Make up Dates, Library, 7:40am -2:40pm

You will receive further information from Island Photography two weeks prior to your scheduled appointment. Please contact Island Photography with any questions at 516-767-1234.

2. Senior Biography Submission (during lunch periods) in Room 187

September 13th & September 14th

Senior Biographies are short blurbs that seniors write to commemorate their high school years. Seniors should write their biographies prior to submission on September 13th or September 14th. Seniors will not be allowed to change their biographies after submission. Please encourage your student to have their biography on the school google drive or on a flash drive.

The biographies must follow the following guidelines:

- May not exceed 75 words (biography will be “cut off” if it exceeds 75 words)
- No inappropriate language
- No abbreviations
- No slang terms
- No religious references
- Quotations must have authors
- No biographies or changes will be accepted after September 14th
- BIOGRAPHIES ARE UNDER THE **FULL DISCRETION OF THE YEARBOOK ADVISOR AND ADMINISTRATION**

3. Purchase A Yearbook

Regular Deadline- December 14th/ Late Deadline- March 22nd

*Yearbooks must be purchased online through www.yearbookforever.com. When you purchase a yearbook you will have the option to personalize your yearbook. **Personalization must be done by Friday, January 18th**. After January 18th you may still purchase a yearbook but you will not have the option to personalize the book.*

To purchase a yearbook:

1. Access [www. yearbookforever.com](http://www.yearbookforever.com)
2. Search and Select for Garden City High School
3. Select “Buy a Yearbook” and follow the onscreen prompts.

4. Current and Growing Up Photos- OPTIONAL

Due October 12th

*Submit one individual growing up photo and one current photo (this may be a group photo, but please identify EVERYONE in the photo). Please note that **there is no guarantee that your photo will be used in the yearbook.** Photos submissions are only accepted electronically through yearbookforever.com. The MAST Staff cannot accept hard copy photos. If you do not have access to a scanner, we suggest going to a local photo center to get the photos scanned.*

To submit, please follow the steps below:

1. Access **www.yearbookforever.com**
2. **Click on Community Upload (in the corner)**
3. Search and Select Garden City High School
4. Enter Access Code: MAST
5. Upload one growing up and one current photo (photos (please use **high resolution photos with a minimum of 300 dpi, saved as a jpeg**).
6. Once uploaded put photos in appropriate categories:
GROWING UP-BABY PICTURES CATEGORY (NOT FOR ADS)
CURRENT- EVERYDAY LIFE CATEGORY
7. In Notes Box- You must name everyone in the photo **(if we do not know the names, we cannot use the photo)**.
8. Complete the sign up process

5. Senior Class Panoramic

October 5th – Approximately 2:30pm

This will be a photo of the entire Senior Class. It will be taken during ninth period; students should listen for an announcement when to report for the photo. If students do not have a 9th period class they should remain in school for the photo.

6. Senior Portrait Selection Online or By Telephone Through Island Photo

Due October 5th - By phone 516-767-1234 or visit www.islandphoto.com

*Senior portrait selection will be done online or by telephone. Please do not send selections to the Yearbook Staff. This process is handled by Island Photo, if you have questions please contact them at 516-767-1234. **All portrait selections must be completed by October 5th**, if not completed by October 5th Island Photo will make the selection. **There may not be any changes after October 5th**.*

When selecting a senior portrait for the yearbook, please remember the following guidelines:

- *Student must be featured on a blue background.*
- *The photo may not be a glamour shot.*
- *Females must be wearing a white blouse, bare shoulders are not permitted.*
- *Head scarves or hats are not permitted.*
- *Males must be wearing a suit and a tie.*

7. Team Sports Photos

Team sports photos are scheduled to be taken on the dates listed below. Each coach will inform their players of the date for their team photo. Please ensure your student is in attendance that day. There are no make up photos if your child is absent.

Fall Sports

Thursday, September 27

Tuesday, October 2

Winter Sport

Tuesday, November 27

Wednesday, November 28

Spring Sports

Tuesday, March 19

Tuesday, March 26

8. Senior Advertisements

Regular Deadline- November 8th / Late Deadline- December 14th

The yearbook offers advertisements to families of seniors. Family advertisements feature photos of the student and a short message from their family or friends. Our submission process is online through www.yearbookforever.com.

To purchase an ad, follow the steps below:

1. www.yearbookforever.com.
2. Search for Garden City High School and click on “Buy Senior Ad”
3. Choose either a half (two photos) or a full size ad (four photos).
4. Submit your text. In the **headline box enter the student name** and enter your message to the student in the body text.
5. Upload your photos.
6. After submission, you must use a credit card to complete the transaction.

*Yearbook advertisements are due **November 8th**. They may be turned in after **November 8th** with a \$50.00 late fee and no later than **December 14th**. Due to publication deadline, **no advertisements will be accepted after December 14th**. When submitting advertisements, please note that all photos and text **must be submitted digitally**. In addition, the design and layout of your advertisement is at the full discretion of the MAST staff. To ensure the information and photos are correct, MAST will mail you a proof of the advertisement prior to publication.*