

Guidelines for Senior Bios Class of 2010

This form will also be at www.fryeburgacademy.org

YOUR SENIOR BIO AND PHOTOS ARE DUE BY OCTOBER 14

If you submit anything by email, you should receive a response within a week saying we have it or letting you know if there is a problem. If you do not receive a response or there is a problem, see Mrs. Kneeland in the front of Alumni. At some point in the year, you must check the list which will be posted at the Fishbowl to be sure we have everything you have submitted. ***If it's not on the list, it won't be in the yearbook.*** DO THIS EVEN IF YOU HAVE RECEIVED AN EMAIL. THINGS CAN GET LOST IN THE COURSE OF PROCESSING. IT IS NOT NECESSARY TO HIRE A PROFESSIONAL PHOTOGRAPHER TO TAKE YOUR PICTURE. SEE MRS. KNEELAND IF YOU NEED HELP FINDING SOMEONE WHO CAN TAKE YOUR PICTURE FOR YOU.

YOUR BIO: We want you to include whatever material is meaningful to you, but we do reserve the right to edit your submission for questionable material. Remember who will be reading this book: your parents, your grandparents and eventually your children. Generally, if it's OK at school according to the Student Handbook, it's OK for the yearbook. If it's not OK in the handbook, it's generally not appropriate for the yearbook. **Minor** modifications in the dress code are acceptable. You will be limited to approximately 500 words (2500 characters with no spaces or 2900 characters with spaces.) Keep in mind each set of initials in friends counts as a "word." If your bio fits in the spaces on this sheet, you may use it to submit your bio. **PRINT NEATLY and turn it into the Fishbowl. You must type longer bios (double spaced).** You may leave either a hard copy or USB stick at the Fishbowl. You may also send it as an e-mail **ATTACHMENT**. DO NOT JUST TYPE YOUR BIO IN THE BODY OF THE E-MAIL. Those attachments should be typed in a WORD DOCUMENT. **Do NOT use word pad or other programs. They will not open on our system. IF YOU SEND ANYTHING BY E-MAIL, PUT YOUR NAME (LAST NAME FIRST) IN THE SUBJECT SECTION AND INDICATE IF YOU HAVE SENT A BIO OR PHOTO OR BOTH.** If you have a list of initials for friends, don't use periods after initials, but put a comma and a space after each set. **Please check the spelling of names and places used in your bio so that the right person ends up being acknowledged.**

PHOTOS: You may submit both a senior photo and a baby photo to be printed in the senior section. (Your family may also submit a message to be printed in the family message section. The form will be distributed in early September and will also be online. **IF YOU SEND ANYTHING BY E-MAIL, PUT YOUR NAME IN THE SUBJECT SECTION AND INDICATE IF YOU HAVE SENT A BIO OR PHOTO OR BOTH.** Your senior picture will be approximately 2 x 2.5 inches. Your baby picture should be approximately 1.25 x 1.75 inches. You do not need to submit a photo of those sizes, we can adjust your pictures to those sizes.

You may submit your picture on a CD, a memory stick or by email. You may drop your pictures and other material at the Fishbowl. **BE SURE YOUR NAME IS PRINTED ON THE BACK OF ANY PHOTO. IT WILL BE RETURNED IN JUNE WITH YOUR YEARBOOK. IF YOU SEND ANYTHING BY EMAIL, PUT YOUR NAME (LAST NAME FIRST) IN THE SUBJECT SECTION AND INDICATE IF YOU HAVE SENT A BIO OR PHOTO OR BOTH. (Yes, this is the third time we've said this - it's that important. Because of virus concerns, we can't open anything if we're not sure of the source.)** If you are submitting a digital image, PLEASE PAY CAREFUL ATTENTION TO THE FOLLOWING INFORMATION SO THAT YOUR PICTURES WILL REPRODUCE PROPERLY. **YOU MAY NOT USE A PHOTO WHICH HAS BEEN TAKEN BY A CAMERA PHONE or which it taken OFF THE INTERNET (unless you are absolutely certain the site allows you to store and download the material at it's original image size - few do).** These are not of high enough quality to stand up to the commercial printing process. In order to reproduce properly, your picture must have a **minimum resolution of 300 dpi (dots per inch)**. If it does not, no matter what it looks like on your computer screen or when you print it on your own printer, it will appear pixilated when it goes through the professional printing process. This means it will look like a series of little square boxes instead of a great picture. **IMPORTANT: The resolution must NOT be increased by running it through a photo program. That will just increase the size of the boxes; it WILL NOT fix the problem. Unfortunately, we do not have a program which will allow us to know that sort of change has been made, and your photo will end up looking bad in the book.** Use a camera with at least 3 megapixels. If you submit your picture through email, be aware that many sites automatically reduce your nice large picture to a very small size. To be sure this has not happened, cc yourself on your email and check the size of your attachment. Anything above **400 K** should be useable.

IF YOU HAVE ANY QUESTIONS OR NEED HELP WITH ANYTHING, PLEASE SEE MRS. KNEELAND IN THE FRONT OF ALUMNI.
WE WANT THIS TO BE A GREAT YEAR FOR YOU:)

Have a good time doing this: give both your photo and your bio some thought.

They will be around for a very long time. Have a fun and safe senior year and a fabulous graduation!!!

Name _____ City, State (country) _____

Phone _____ NICKNAMES: _____

FAV TEACHERS: _____

FRIENDS: _____

CLUBS: _____

SPORTS: _____

MEMORIES: _____

QUOTE: _____

PLANS: _____

FAREWELL (a nice place to thank those who have helped you along the way): _____
