



## Berkeley Lake Elementary School ... 2011-2012

TO: BLES Room Reps & Volunteer Photographers  
RE: Yearbook Photos

Putting the yearbook together is a collaborative volunteer effort at BLES. Room reps and volunteer photographers are vital to the success of our yearbook. Our goal is to have every student in the school represented in at least one candid photo in addition to his/her class photo. We will not be able to achieve this without your help. Attached is a list of guidelines we hope will make your job easier and result in great quality photos that will make BLES students smile!

We ask that each room rep or volunteer photographer provide the following:

- At least 12 candid photos which include a variety of shots of the students and their teacher in action, at work, posed, spontaneous, smiling, silly, thinking hard! **First set of candid is due Oct. 15th**. If submitting a second set of candid, please turn them in by Dec. 2nd or Jan. 6th (if you want to include pics from Winter Break parties).
- Submit one group shot of all the students in the class with their teacher (**by Oct. 14th**). **Horizontal format needed for class photo**. Outdoor lighting works best. Avoid aiming flash directly at white boards in the background as they're shiny luster can cause the photo to look fuzzy.

Please coordinate a convenient time with your child's teacher to take photos. Ask him or her about any special events that are planned and get some great shots.

**We use only digital images!** Please do NOT submit photo prints. Even if you don't have a digital camera, you can still contribute photos. Ask your photo retailer to make a photo CD. **See attached 'Helpful Hints' for further instruction on submitting digital images.**

A final note. . . your child is precious! AND so are the other kids in your child's class. Some kids just love to have their photo taken and will attempt to be in each picture you take. Please be sure you take photos that represent ALL students in the class. Also, to ensure your child is included in at least one candid photo in the yearbook, it is helpful to write a note and attach it to the CD to identify your child (describe what they're wearing, hair, etc).

Thanks so much for your help!

Yearbook Committee

Jenny Llewellyn [jennyallewellyn@gmail.com](mailto:jennyallewellyn@gmail.com)  
Kelly Medvec [kmedvec@comcast.net](mailto:kmedvec@comcast.net)