

# Magnolia High School Senior Banner Fundraiser

## Photo Upload Guidelines

### Image Types and File Names

Please submit your images in JPEG or PDF format.

Please use the following formula for naming your file for upload: order number\_student last name.jpg (Example: 235\_Barton.jpg).

### Image Size and Quality

All photos submitted must be high-resolution. Images from phone cameras are not sufficient unless your phone has a high-quality camera and the images are saved at the highest resolution possible. Take a look at your file size—if the image is less than a megabyte or two in size, it's probably not going to work. (Anything less than a megabyte will be shown in kilobytes). Photos downloaded from Google or Facebook, screenshots, and many photos taken with phone cameras will not be large or clear enough.

### From Your Digital Camera

Be sure the settings are on highest JPG resolution possible. Do NOT reduce the file size.

### From Your Scanner

If you're scanning a photo, the images need to be at 200 dpi at a 100 percent. For example, if the original photo dimensions are 5 x 7, then the settings on the scanner need to be 5 x 7, with the resolution set at 300 dpi.

### Print Quality Disclaimer

The photo image quality of any banners we produce is completely dependent upon the quality of the original digital file uploaded by the customer. We will do our best to produce the best quality print from the documents supplied, but cannot be held responsible if the quality is found to be unacceptable, blurry or pixelated due a poor original source.

### Professional Photos

Photos taken by professional photographers require permission from and full credit to the photographer. You must supply the photographer's express permission for us to use the photo, as well as full contact information for any professional photographers whose work you are submitting.

### Dress Code

All photos must adhere to the Magnolia School District's dress code, as outlined on page 36 of the [student handbook](#).

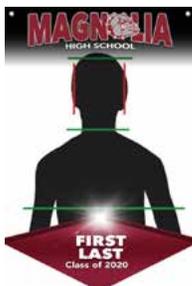
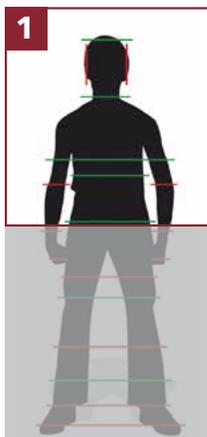
### Do's and Don't's for Photo Submissions

1. Portraits should be from the waist up. The banner layout is in a vertical format.
2. Please do not submit headshots or up-close photos of the student's face.
3. Leave plenty of space surrounding your subject. Please do not crop your image.
4. Do not include other people in the picture and make sure the background of the image is not too distracting. The submitted photo should only show the student, nobody else.

### Questions?

Don't hesitate to ask. Please email [info@varsitygraphics.net](mailto:info@varsitygraphics.net) or call 410-207-8030.

#### DO



Leave plenty of room on all sides of the photograph.

Submit photos from waist up.

#### DON'T



Do not submit close up images or headshots.



Do not submit tightly cropped images.



Do not submit images with other people or distracting background.