

**Important Yearbook Information for Seniors and Their Families: Class of 2026**  
**From your Yearbook adviser, Michael White**

**1. Ordering a Yearbook**

Buy your Yearbook early! Prices start at \$50, but they go up on October 1<sup>st</sup>. You MUST buy your Yearbook online, at [www.yearbookordercenter.com](http://www.yearbookordercenter.com). Find our school's name or enter our job number (14632) to reserve your book.

**2. Senior Pictures...**

...will be taken by **Lifetouch Studios/Prestige Portraits** at Maggie Walker on **Mon-Tues, July 7-8, and on Thurs, Sept. 4**. Sign up for the July sessions at <https://prestigeportraits.com/>. If you don't yet have your appointment code, under the "Schedule" tab, find the "Don't have your appointment code?" section. Select "Virginia" and "Richmond" and follow the prompts to find Maggie Walker. If you'd like to sit for more than the free senior portrait, please visit Lifetouch/Prestige at [prestigeportraits.com/studio](http://prestigeportraits.com/studio). If you have trouble signing up, **please contact Prestige Customer Care at 1-800-736-4753**. If you'd rather get your formal Yearbook portrait at another studio, your portraits must adhere to the following specifications:

- a. formal dress (tux or drape)
- b. "midnight blue" or other standard, dark blue or black background
- c. photo should be head & shoulders, w/ bottom of frame hitting mid-chest level.

**Photos from other studios are due on Monday, Nov. 10.** Those who miss this deadline risk exclusion from the senior section. You are responsible for making sure that Mr. White receives your portrait—if it's from another studio. **Digital images must be at least 300 dpi** and can be emailed to or shared digitally with [mwhite@gsgis.k12.va.us](mailto:mwhite@gsgis.k12.va.us), or delivered on a flash drive to Mr. White. If you email an image, please **send a separate, follow-up email** to confirm receipt.

**3. Senior Ads**

Proud families love to honor their seniors with Yearbook ads. Here are the details:

- Yearbook pages measure 8-1/2" by 11". Ads can be a **full page (\$240), 1/2-page (\$150), or 1/4-page (\$90)**.
- Please make checks payable to MLWGS. **We cannot accept electronic payment**.
- Send **picture(s)**, along with any **text** you'd like to include, to Mr. White's attention, at MLWGS. Your child's name will be inserted in the ad, as a kind of headline, but you may include a message, as well.
- **PLEASE NOTE:** Digital files must be **a minimum of 300 dpi**. We can't accept digital layouts that you've done yourself, as they tend to yield low-quality and hard-to-manipulate results.
- **PLEASE NOTE:** Please send **FULL-SIZE** digital images. Please DO NOT send screenshots or thumbnails. Any digital images should, ideally, be 300 KB or larger.
- If you send prints, keep them loose. Don't use tape or staples. We'll return your photos in the spring.
- **DO NOT cut-and-paste pictures onto a sheet of paper**; the results will not be of optimal quality.
- **DO NOT crop the pictures yourself**, either manually or digitally. Send us the print or **full-size digital image**, and we'll do the cropping for you.
- Want to order an ad? Great! Here's what we need to know:
  - What size would you like?
  - What is the name of the senior being honored?
  - What are your name, address, phone number and email?
- To submit your materials, you may...
  - mail your prints or, if using digital images, a flash drive to Mr. White at MLWGS, or...
  - send digital images to Mr. White at [mwhite@gsgis.k12.va.us](mailto:mwhite@gsgis.k12.va.us), or...
  - share them with Mr. White on the Google Shared Drive at [mwhite@gsgis.k12.va.us](mailto:mwhite@gsgis.k12.va.us).
- The Yearbook editors and staff **reserve the right to alter, edit, or exclude photos or text** due to spatial constraints or failure to comply with our guidelines.
- Space is limited, and submissions are accepted on a first-come, first-served basis, with the final **deadline for submissions on Mon, Jan. 12<sup>th</sup>**. Ads missing the deadline may risk exclusion.
- Please note: **The above deadline is real**. Seniors are NOT guaranteed an ad. **Only payment will hold your space**; sending an email with images or a request for a reservation will NOT hold your space. **Reserve your space with a check**.

**Questions?**

Contact Senior Section Editor Maggie Josefiak at [mjosefiak@gsgis.k12.va.us](mailto:mjosefiak@gsgis.k12.va.us),  
or Mr. White at [mwhite@gsgis.k12.va.us](mailto:mwhite@gsgis.k12.va.us) or 354-6800, ext. 3303.

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