

## Golden Plains High School Photo Shoot Guidelines

Yearbook students are responsible for taking photos at various school events to be used in the yearbook, in the newspaper, on the web site, and various other publications.

Each student is required to take at least two photo shoots per semester. Photos taken during the yearbook class period do not qualify for a photo shoot unless they are a special event pre-approved by the instructor to qualify for a photo shoot.

The photographer is responsible for the following:

- Sign up in advance for photo shoot
- Take proper care of the camera, batteries, chargers, and all other camera peripherals. This includes obtaining equipment in advance and returning equipment following the photo shoot. It is the photographer's responsibility to make sure all equipment is returned.
- Download photos to the proper folder on the computer/server following the shoot/Recharge batteries for future use.
- Review photos and delete any photos that are too dark, too blurry, and/or inappropriate shots.
- Edit photos in Photoshop for use in yearbook or newspaper. (lighten, auto correct, change size/resolution etc. Photos to be used in yearbook/newspaper must be 300 resolution. Photos for newspaper need to be resized to 5 x 7.
- Print off your favorite photo from the shoot after editing/cropping to turn in. Mark your name, date, event on the photo shoot grading rubric. Attach selected photo to the rubric. This is what will be used to enter your grade in the grade book.
- Learn from your photos--see what you have done to determine what steps need to be taken to improve future photos.