

## Guidelines for the Yearbook Pictorial (COLLEGE and GRAD School Class of 2022)

**NOTE: You may already create your Yearbook profile and make edits until March 13, 2022. (See instructions on the webpage)**

1. Come only on the designated pictorial schedule assigned to you. Bring your filled-out Lykeios Primer, LPU Student ID and vaccination card. When you come to the pictorial venue, please be in your Glamour attire already.

**(Make sure you have created your SOS profile on the midtown website.)**

Morning Schedule: as early as 7:30 AM (Cut off is 11 AM)

Afternoon Schedule: as early as 12:00 Noon (Cut off is 4 PM)

The holding area for the verification of profiles will be at the SHL lobby (students shall stay here and wait for their turn) while the pictorial area will be at the Main campus canteen.

**Important:** Only those who are scheduled for the day will be allowed to enter the campus, no need to book an appointment. If you are not feeling well and experience flu-like symptoms, do not come to the campus for the pictorial and please inform your Yearbook coordinator right away.

### **2. Make sure that you look presentable. \***

Hair and Make-up and wardrobe styling will not be provided. You may opt to have these done before going to the pictorial venue. (Do not bring your Make-up artist or an assistant to the venue/ companions are not allowed).

- Simple make-up and hairstyle females.
- Clean-shaven, neat hair, no earrings for males.
- Colored contact lenses are not allowed
- Loud or blonde colored hair is not allowed (refer to guidelines on student handbook)
- Hand props and statement boards will not be allowed for the glam shot.
- Cross-dressing is not allowed.

### **3. Pictorial proper**

You will only be given limited time (per individual) for the pictorial, make sure that you don't take so much time changing into your glam outfit. Follow the instructions of the Yearbook staff and be courteous.

There will be 3 shots for the yearbook:

- Glam
- Corporate (Bring your own black blazer)  
Male: Plain White T-shirt/ long sleeves (LPU necktie will be provided)  
Female: Plain blouse with wide-neck or boat neckline or tube (LPU Scarf will be provided)
- Toga (will be digitally edited to place the toga)  
Male: Plain White T-shirt/long sleeves  
Female: Plain blouse with wide-neck or boat neckline or tube

For Maritime

- Glam
- Corporate (Bring your own black blazer)

Male: Plain White T-shirt/ long sleeves (LPU necktie will be provided)

Female: Plain blouse with wide-neck or boat neckline or tube (LPU Scarf will be provided)

- Uniform

Please bring summer white uniform

Before your session ends make sure you have selected the shots that will be included in the yearbook.

4. Bring only the essentials:

- Uniform for Maritime
- Plain black blazer (for all)
- Hairbrush/Comb
- Personal sanitizer or alcohol/wipes/ facial tissues

5. Follow the general safety protocols inside the campus.

- Wear a mask during the duration of the pictorial except it's your turn for the photoshoot.
- Entry and Exit points will be designated and properly marked.
- Observe social distancing (no group pictorials allowed)
- Eating is not allowed inside the pictorial venue and the waiting area.
- No loitering and refrain from talking.
- You will only be allowed to use a designated restroom.

**IMPORTANT:** LPU has the right to not allow students to undergo the yearbook pictorial if they do not follow the protocols or the guidelines stated herein.

All personnel for the pictorial are fully vaccinated and boosted. We also required them to submit Negative COVID-19 tests results. Staff will be housed in a designated area and are prohibited to go out except when going to the pictorial venue. Alcohol and sanitizers are available at the pictorial venue and the University Medical and Dental Clinic is open in case of emergencies.

For those who opt not to undergo the pictorial please inform your Yearbook coordinator before the pictorial for your college starts so your slot can be given to others or to a faculty or Admin. Personnel.

You may submit (via email) soft copies of your pictures to your yearbook coordinator instead: Submit these photos (not scanned pics and not those from Facebook)

Specifications: Photos should be at least 300 dpi (print quality since this is for the yearbook)

- 3R size pic in summer white uniform (for Maritime only who will be finishing the 3-year academic curriculum)
- 3R size Pic (to be edited for toga pic and corporate pic)- for all grads
  - Males must wear long sleeves with a tie or a plain white shirt
  - Females Plain blouse with wide-neck or boat neckline or tube  
(Do not wear a necklace)
- 3R size pic in glam shot- for all grads
  - Blurred and pixelized photos will be rejected
  - Do not use a dark background
  - Be presentable (see number 2 of the guidelines)
  - Photos taken in a studio is preferable
  - No mirror and selfie shots

The yearbook coordinator will check the submitted photos. He/She shall ask for resubmission of photos if deemed unsuitable for the yearbook.

**File names should be in this format: (see sample shots)**

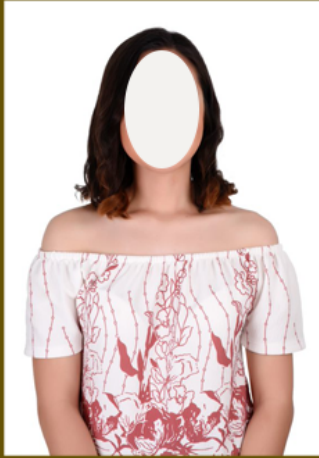
PROGRAM\_Surname, First Name, Middle Initial \_GLAM

PROGRAM\_Surname, First Name, Middle Initial \_CORPO/TOGA (females may opt to submit 2 photos with different hairstyles one for the corpo and one for the toga)

PROGRAM\_Surname, First Name, Middle Initial \_UNIFORM >>> (for maritime only)

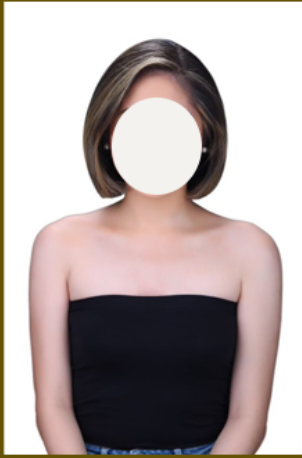
Students must still accomplish their Online Yearbook profile and send a signed Lykeios PRIMER to your yearbook coordinator. **(Deadline for the Submission of Photos and signed Lykeios Primer will be until March 13, 2022)**

SAMPLE PHOTO for Toga and corpo



This photo will be edited for your Toga and corpo picture. Use a plain white and clutter-free background. Arms on the side.

SAMPLE PHOTO for Toga and corpo



Hair should be kept at the back and not to be placed on the chest or on your shoulders. Do not wear a necklace.

Sample photo for glam



Glamour photo with light background. Hand props and statement boards not allowed.

SAMPLE PHOTO for Toga and corpo



This photo will be edited for your Toga and corpo picture. Use a plain white and clutter-free background. Arms on the side.

SAMPLE Uniform photo for maritime



Hair should be neat with the prescribed hair cut.

Sample photo for glam



Glamour photo with light background. Hand props and statement boards not allowed.