

Guidelines for the Yearbook Pictorial(COLLEGE,ETEEAP & Grad School Term Break LYKEIOS 2023)

NOTE: Please wait for the instructions on how to create your online profile.(through google sheet, link to follow)

1. **Come only on the designated pictorial schedule assigned to you.** Bring your filled-out Lykeios profile form (to get a copy of your Lykeios Primer download on the website of LPU Batangas <https://lpubatangas.edu.ph/lykeiosyearbook/> and LPU Student ID. When you come to the pictorial venue, please be in your Glamour attire already.

ONLY 200 slots per day will be accommodated on a FIRST COME FIRST SERVED basis (100 slots AM session- 7:30am-12 noon and 100 slots PM session – 1:00-5:00pm cut off 4:00pm)

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

Afternoon Schedule: as early as 01:00PM (Cut off is 4 PM)

Pictorial venue will be held at Room 406 and 407, 4th Floor, SHL Building.

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). Toga will be provided by the school.

- **Simple make-up and hairstyle for 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.**

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 all the time.

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 provided during the pictorial.**
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
 - Glam Outfit
 - 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 face mask during the duration of the pictorial except if it's your turn for the photoshoot.
 - Entry and Exit points will be designated and properly marked.
 - Eating is not allowed inside the pictorial venue.
 - No loitering.

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.

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 #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 email**. (Deadline for the Submission of Photos and signed Lykeios Primer will be until **(September 22, 2023-Final Date! No EXTENSION OF SUBMISSION)**)

For NON MARITIME



Photo A
Sample Toga Shot



Photo B
Sample Corporate Shot



Photo C
Sample Glam Shot

For MARITIME



Photo A
Sample Toga Shot



Photo B
Sample Glam Shot

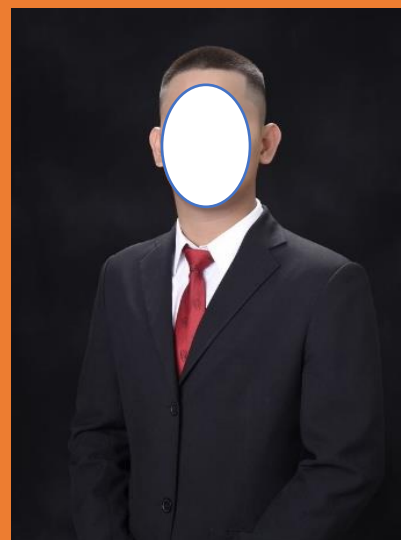


Photo C
Sample Corporate Attire