

4 STEPS TO SUBMIT *Clubs & Orgs Photos*

WHAT'S NEW?

Ilium has changed the club photo submission process to allow clubs to submit their own group photos. The requirements to be included in the 2023 yearbook are below. Reach out to Mrs. Link or any *Ilium* staff member with questions.

Deadline: Friday January 20, 2023 5:00 pm
Submission form [HERE](#)

PHOTO REQUIREMENTS



1

- Photo must be taken outdoors on Troy's campus
- Group members will stand in rows
- Group members wear the club t-shirt or the same color
- File must be jpg or png
- Do not add a filter or text to the photo
- Do not crop the photo (photos will be placed in 4x2" rectangles)

NAME LIST

2

- Create a doc that lists all group members pictured *in order of appearance*
- *Format sample: Front row: Lily Dang, Mike Hume, Leslie Baranca; Second row: Devon Smith, Sam Long, etc.*
- List anyone not pictured at the end
- Use full names so we can add everyone to the yearbook index

SUBMIT USING GOOGLE FORM

3

- Delegate which club member is responsible for submitting the club's photo and names list
- Use the submission Google form linked at the top
- The form will close on Friday Jan. 20, 2023 at 5:00 pm
- Late submissions cannot be accepted

BUY YOUR YEARBOOK!

4

- We only have 200 yearbooks left for purchase!
- Buy yours today!