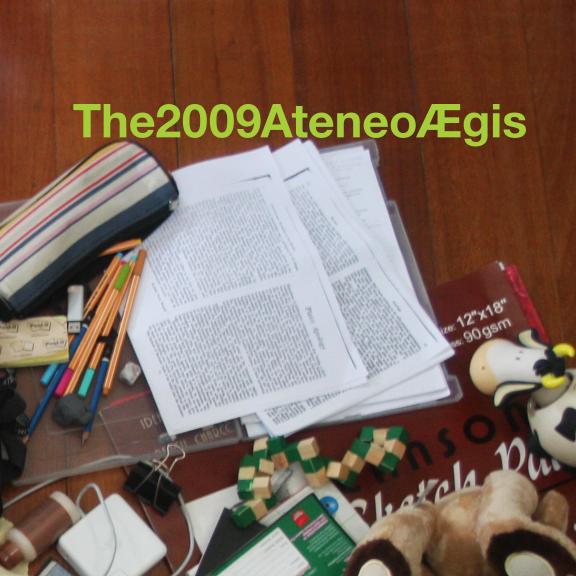




ÆGIS





TEAM ÆGIS

EXECUTIVE COMMITTEE
SASSY GUERRERO Editor-In-Chief
JAN RUIZ Secretary General
PEARL GANZON Associate Editor
CK CHUA Managing Editor
ALDO TONG Central Board Representative
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REG BALIDO & MERC NAGUIAT Write-Up Editors

BUSINESS & ADMINISTRATION

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SARAH ARGUELLES Finance Director

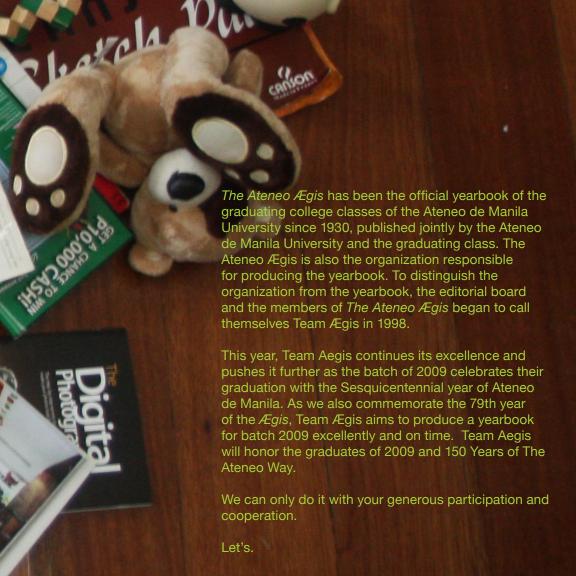
GEOC BATTAD & JEZ PANALIGAN Public Relations

& Communications Director

JOY CHUA & SHER MACATANGAY Human
Resources & Organizational Development Directors

MODERATOR ALI FIGUEROA





CON GRATU LATIONS, SENIORS!

You are only months away from reaching the finish line of your college life! Before making that transition between the life of a student and what lies beyond, you first have to start thinking about how you want to be remembered! Now is the time to make your yearbook the way you want it! After signing up for your graduation pictorial slot, start preparing for your photo shoot and all the requirements you need to submit.

WRITE-UPS

Your entire college life will be summarized and sealed into the Aegis yearbook, how do you want to be remembered? Your write-up will be the short story that will encapsulate your years at the Ateneo. Don't settle for 'safe!' Transform your distinct personality and college experiences into a creative write-up that you will not regret looking back to years from now. Don't fall into clichés and don't settle for bland adjectives like 'good,' 'kind' or even 'friendly. Don't cram your work either because you will risk having a mediocre write-up if you do. Avoid writing things that you may eventually find embarrassing or regretful.

GRADUATION PICTURES

Don't be just another face in the crowd! Stand out! Look your best and pose in three styles of photos: formal, casual and creative pictures. You will have several chances to change your pose for each picture, and at the end of your session, you will be able to choose which one you like best.





WHY SO MANY RULES?

As much as we would love to let you put anything you want into your write-ups or pose any way you like in your pictures, we have to limit everything because we are producing an official yearbook for over 2000 members in Batch 2009. These guidelines will help us ensure that our yearbook is up to par with the Ateneo standards that has brought prestige to the Aegis Yearbook in the past. This will also help us ensure our yearbook is something we will continue to cherish and be proud of many years down the road.

This year, we are following the one-stop process for all requirements for the yearbook that the previous Aegis team had adopted. You will submit your write-up when you have your pictures taken, and you will choose your photos immediately after the shoot, so you only have to worry about one time slot for your yearbook requirements. As we are trying to make sure that this year's yearbook is given to you before the school year ends, this one-step process will make submitting requirements an easier task for you.

INDIVIDUAL WRITEUPS

WRITE-UP STARTERS

- RTF document created in Microsoft Word or an equivalent program.
- 2-inch margins on all sides. Text format is 12pt
- Arial,1.5 line spacing.
- Use only italics to emphasize things, for foreign words, and to indicate titles of books, movies, etc.
- Absolutely no other formatting allowed.
- Paragraphs must be left-aligned only. Do not center, right-align, or justify anything.
- Do not indent paragraphs. Leave an extra line space between each paragraph.

IDENTIFY YOURSELF

- Press <enter> between the items of information.
- Full name (Last name, Given Name(s), Middle Name)
- ID number
- Year and Course (spelled out completely)
- Complete mailing address
- Contact numbers (Landline/Mobile)
- Primary e-mail address
- Press <enter> twice, then start with your actual write-up.

WRITE IT UP

- Limit your write-up to 15 lines, including lines between paragraphs.
- Your write-up must fit on one page
- No foul language, obscenities, whether explicit or implied, in any language.



- Foreign languages and local dialects may be used if limited to brief, popular phrases. Please italicize these. No other formatting, please.
- Cite sources for quotations.
- Please avoid using bland adjectives like 'nice' and 'friendly.'

HOW TO SAVE AND SUBMIT YOUR WRITEUP

- Save the file as a rich text format document (*.rtf).
- Name the file using this format: ID#_surname.rtf (ex. 051111_Guerrero.rtf).
- Print a clear hard copy and bring it with you to your photo shoot.
- Bring a soft copy with you to your photo shoot as well. (CDs ONLY).

LATE WRITE-UPS

If you are unable to submit your write-up during your scheduled photo shoot, you may submit it up to two (2) shooting days (Mon to Sat) after your scheduled shoot at the photo shoot venue, which will later be announced. Write-ups will not be accepted via email. Late write-ups will not be accepted. If you do not have a write-up, Team Ægis may place generic text on your page or leave it blank.

- 2 inches -





1. Formal Pictures

You will be wearing an Ateneo de Manila University bachelor's degree academic gown, with a medallion and a cord in your program's academic colors.

Males must wear a collared long-sleeved shirt with a necktie. We strongly recommend solid, light-colored shirts, as patterned and dark-colored shirts often look tacky and unflattering with the dark blue toga.

Females must wear a blouse with a low neckline or a tube top. The top must not be visible under the V-neck of the toga.

All seniors may wear a minimal amount of jewelry. For females, simple stud earrings and small pendants would be preferred.



2. Casual Pictures

Present yourself well, and express your personality outstandingly, but *without* props.

Males must wear a solid black or dark-colored top with sleeves. T-shirts, polos, dress shirts, and other decent tops are allowed.

Females must wear a solid black or dark-colored top. You may opt to use the top you will use for the formal picture, provided it is consistent with the guidelines regarding decency and decorum.

We would like to request that there would be no prints or conspicuous embellishments.

No photos that require additional editing or computer effects after the shoot.

No photos taken on a different background.

No photo shoots outside the official venue.





3. Creative Pictures

Express yourself with poses that will not only exhibit your individuality but also make you stand-out from the rest. You are free to do almost anything provided you don't expose any sensitive body parts (e.g. chest, butt cheeks, etc).

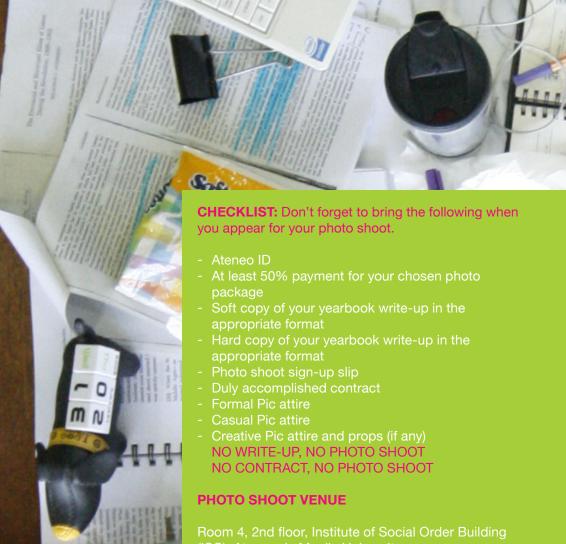
Remember, your creative picture makes you the special Atenean that you are, so be sure that what would be shown in the yearbook would be something you would be proud of as you reminisce in the years to come.

Males may not wear sleeveless, transparent, or revealing tops. Females may not expose their navel or cleavage (front and back). No topless poses. No nudity or semi-nudity, whether real, simulated, or implied.

You must be alone in the creative picture. You may only ask other people to join you if their faces aren't visible, and they're just there as 'props' or background. Bear in mind that this picture is about you and how you shine in your own exceptional way.

You are allowed to use props but be guided with the following limitations:

- a. No messy or 'particle' props, such as confetti, sand, and liquids.
- b. No flames, or heated or flammable props.
- c. No weapons, whether real, simulated, or toys.
- d. No smelly props.
- e. No live (or dead) animals. Strictly no pets.



(ISO), Ateneo de Manila University



SCHEDULE

Having your hair and make-up done at the venue? Be there at least 1 hour before your slot for all the preparations.

Having your hair and make-up done elsewhere? Be there at least 30 minutes before your slot for retouching, toga fitting, and other additional preparations.

If you arrive later than the specified times, you forfeit your slot. You need to reschedule, and will have to pay fines even if you have a valid excuse. Please see the guidelines that follow.

Once your slot begins, you only have 20 minutes to pose for all your grad pics and to clean up after yourself.

PHOTOSHOOT PROCEDURE

- 1. Before going to the venue, make sure you have all your requirements listed in the checklist.
- 2. Upon arrival, approach the Ægis desk to submit your requirements.
- 3. Move to the waiting area and wait for your turn, whether for hair and make-up, or the photo shoot only.
- 4. During your slot, you have only 15 minutes total for formal, casual, and creative pics. Pose, smile, relax.
- 5. Once finished, proceed to the viewing station to pick the pics you wish printed and included in the Ægis.
- 6. You're done with the photo shoot! Exit quietly and be alert for any news from Team Ægis.

EXCUSED ABSENCE FROM SHOOT

Students with valid reasons for missing their photo shoots are not exempted from fines. A payment of Php 300.00 should be paid at the Ateneo cashier, window 8. Inform the cashier that the payment is an ÆGIS fine, and goes to the Ateneo ÆGIS Organization Fund.

Submit the receipt at the photo shoot venue up to 2 shooting days after your missed slot. If you are unable to reschedule at this time, you will need to pay additional late fees and face other sanctions, including the possibility of not having your photo in the yearbook.

We recommend you reschedule your shoot ahead of time if you anticipate the following:

- Long tests/required class activities suddenly scheduled during your slot (letter from teacher required)
- Training and competitions of official school athletes and official representatives to contests, conferences, and other official events (letter from coach/school authority required)
- Serious medical reasons (medical certificate required)

Submit your excuse letter/medical certificate at the photo shoot venue before, or up to 2 shooting days after your original slot.

UNEXCUSED LATES AND ABSENCES FROM PHOTO SHOOT

Reminder: You will not be given the opportunity to reschedule your photo shoots; hence, your photo will not be included in the yearbook.



RETAKES

In the event that you are not satisfied with your photo shoot, you may reschedule a retake. You will only be given a maximum of 3 chances to have a retake.

Please follow these specific instructions:

- 1. You must write a letter to Team Ægis indicating which of the pictures you would like to be retaken (formal, casual, and/or creative).
- 2. You have to personally arrange your new photo shoot schedule with the photo studio, Zone 5. In line with this, expect to incur additional service costs for the retake.

If you are not able to have your photo/s retaken at the specified time, Team Ægis will assume that you are happy with your pictures and use these in the yearbook.





GROUP WRITE-UPS

RTF document created in Microsoft Word or an equivalent program.

2-inch margins on all sides.

Text format is 12pt Arial, 1.5 line spacing.

Use only italics to emphasize things, for foreign words, and to indicate titles of books, movies, etc.

Paragraphs must be left-aligned. Do not center, right-align, or justify anything.

Do not indent paragraphs.

Leave an extra line space between each paragraph. Identify yourself. Press enter> between the items of information.

ABSOLUTELY NO OTHER FORMAT ALLOWED.



WRITE IT UP!

Limit your write-up to 15 lines, including lines between paragraphs. Your write up may span more than one page if your member list is long.

No foul language, obscenities, whether explicit or implied, in any language.

Foreign languages and local dialects may be used if limited to brief, popular phrases and should be italicized

Cite sources for quotations.



THE FINISHING TOUCHES

Save the file as a rich text format document (*.rtf). Name the file using this format: orgname.rtf (ex. AEGIS.rtf)

You may use your org's acronym, as long as it is unique in school.

Print a clear hard copy and bring it with you to your photo shoot.

Bring a soft copy with you to your photo shoot as well. (CDs ONLY).



LATE WRITE-UPS

If you are unable to submit your write-up during your scheduled photo shoot, you may submit it up to two (2) shooting days (Mon to Sat) after your scheduled shoot at the photo shoot venue.

Write-ups will not be accepted via email. Late write-ups will not also be accepted. If you do not have a write-up, Team Ægis may place generic text on your page or leave it blank.



GROUP PHOTOS Q&A

Q: We're a group (varsity team A/B, accredited/ unaccredited organization, barkada, etc), what do we do?

A: Groups have days allotted solely for them. Groups must come to the venue thirty (30) minutes before their schedule. Hair and make-up are not available for groups. They are to present the receipt from paying for the group photo package before they can be entertained.

Q: Where do we pay, and what is the procedure for group photos?

A: Pay for your photo at Window 8 of the cashier, and inform them that it is for the "Ateneo Ægis organization Fund." The Student Administrative Bodies (COMELEC, Student Judicial Court, etc.), accredited organization, and varsity team A's have their photos taken for free. Unaccredited organization and other teams, pay PhP2,000.00, while other groups, like barkadas, pay PhP4,000.00. By paying these amounts, the unaccredited organization, other teams or barkada will have a Legacy page which will contain their photo and write-up. The group presents their receipt at the photo shoot venue during their scheduled slot. NO FULL PAYMENT, NO PACKAGE.



Q: What are the guidelines for groups?

A: Groups have roughly the same guidelines as the individual photos. Guidelines for photo shoots, such as rules on obscenities and props, are in effect.

Q: What if the group wants recopies?

A: Arrangements may be made directly with Zone 5 for additional poses and photos. Payments go directly to the photo studio. Recopies follow this payment scheme:

SIZE	QTY	PRICE
1x1	8	P125.00
2x2	6	P140.00
2x3	8	P200.00
4x5		P212.50
4x5		P125.00
5x7		P137.50
8x10		P225.00
11x14		P375.00

Q: Can other groups simply have their picture taken and not avail of a legacy page?

A: No. The fee for the legacy page includes the services of the studio, contact prints, and a page in the yearbook. If you wish to have your group's picture taken, but not published in the yearbook, the same fee applies.



GROUP PHOTO PACKAGES

All group packages include publication of the group's preferred pose in the Ægis, and excludes free hair and make-up services.

Full payment is required before the shoot.

Student Administrative Bodies: Free

6 poses, (choose 1)

1 8x10" textured/chemical-laminated print

1 CD containing all six (6) poses

Accredited organizations and varsity team A's: Free

6 poses, (choose 1)

1 8x10" textured/chemical-laminated print

1 CD containing all six (6) poses

Unaccredited organizations and other teams PhP2,000.00

6 poses, (choose 1)

1 8x10" textured/chemical-laminated print

6 Contact prints of all 6 poses

Groups/barkadas PhP4.000.00

6 poses, (choose 1)

1 8x10" textured/chemical-laminated print

6 Contact prints of all 6 poses



GRADUATION PHOTO PACKAGES

50% down payment required during the photo shoot, balance payable upon delivery of the photo package.

OAA scholars can avail the basic package (Package A) for free, with upgrade provisions applicable as follows:

- Upgrade to Package B: P400.00

- Upgrade to Package C: P500.00

- Upgrade to Package D: P600.00

- Upgrade to Package E: P700.00

All grad photo packages include free hair and make-up done at the photo shoot venue. Photos on this page are for illustrative purposes.

PACKAGE A Php 650.00

Three (3) poses Colored Toga (Choose 1 pose) Three (3) poses Colored Casual (Choose 1 pose) Three (3) poses Colored Creative (Choose 1 pose)

1 8x10 Colored Toga

4 2x3 Selected Colored Toga

4 2x3 Selected B&W Toga

4 2x3 Selected Casual

4 2x3 Selected B&W Casual

4 2x3 Selected Creative

PACKAGE B Php 1,350.00

Three (3) poses Colored Toga (Choose 1 pose) Three (3) poses Colored Casual (Choose 1 pose) Three (3) poses Colored Creative (Choose 1 pose)

- 1 10x12 Colored Toga w/glass frame (w/ toga, casual or creative insertion)
- 4 2x3 Selected Colored Toga
- 4 2x3 Selected B&W Toga
- 4 2x3 Selected Casual
- 4 2x3 Selected B&W Casual
- 4 2x3 Selected Colored Creative
- 4 2x2 Selected Colored Toga

PACKAGE C Php 1,450.00

Three (3) poses Colored Toga (Choose 1 pose) Three (3) poses Colored Casual (Choose 1 pose) Three (3) poses Colored Creative (Choose 1 pose)

- 1 10x12 Colored Toga w/ glass frame (w/ toga, casual, or creative insertion)
- 8 2x3 Selected Colored Toga
- 8 2x3 Selected B&W Toga
- 8 2x3 Selected Casual
- 6 2x3 Selected B&W Casual
- 8 2x3 Selected Colored Creative
- 4 2x2 Selected Colored Toga

PACKAGE D Php 1,600.00

Three (3) poses Colored Toga (Choose 1 pose) Three (3) poses Colored Casual (Choose 1 pose) Three (3) poses Colored Creative (Choose 1 pose)

- 1 10x12 Colored Toga w/ glass frame (w/ toga, casual or creative insertion)
- 8 2x3 Selected Colored Toga
- 8 2x3 Selected B&W Toga
- 8 2x3 Selected Casual
- 8 2x3 Selected B&W Casual
- 8 2x3 Selected Colored Creative
- 6 2x2 Selected Colored Toga
- 1 5x7 Selected Colored or B&W Creative

PACKAGE E Php 1,950.00

Three (3) poses Colored Toga (Choose 1 pose)
Three (3) poses Colored Casual (Choose 1 pose)
Three (3) poses Colored Creative (Choose 1 pose)

- 1 10x12 Colored Toga w/ glass frame (w/ toga, casual or creative insertion)
- 16 2x3 Selected Colored Toga
- 8 2x3 Selected B&W Toga
- 16 2x3 Selected Casual
- 8 2x3 Selected B&W Casual
- 16 2x3 Selected Colored Creative
- 12 2x2 Selected Colored Toga
- 1 5x7 Selected Colored or B&W Creative

