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**Straight from the heart and into the yearbook!** Our staff is now offering the opportunity to “personalize” the yearbook in a very special way with a recognition ad. Space is available to tell your student how proud you are! Regardless of the occasion, your ad provides a great way to recognize a student or event in a special and unique way. To reserve your space, follow these guidelines:

### Prices/sizes:

Process color ads are available in the following sizes for the prices shown.

- **1/8 page:**
- **1/4 page:**
- **1/2 page:**
- **Full page:**

### Step-by-step instructions

1. Select ad size.
2. Select a standard ad design.
3. Complete the Order Form provided.
4. Provide photos for each space in the ad. Note tips for photo submission on this sheet.
5. Write text for the ad on the Order Form or attach it on a separate sheet.
6. Provide payment.
7. Deliver or mail all of the materials to yearbook staff by the deadline below.

### Photo submission guidelines

- Do not cut, glue or tape photos.
- Care will be taken to return photos; however, copy prints should be submitted for irreplaceable photos. The school, yearbook staff or the yearbook company do not accept responsibility for lost or damaged photos.
- Select vertical (tall) photos for vertical spaces and horizontal (wide) photos for horizontal spaces.
- Photos will be enlarged or reduced to fit the layout.
- Writing lightly in pencil, put your name, address and phone number on the back of each photo.
- Again, lightly in pencil, number the back of photos to match the numbers on the design you selected.
- Photos will be returned when the yearbooks arrive.

### Special considerations

- The yearbook staff reserves the right to reject photos or text or ask the customer to make changes to conform to the staff's standards

**AD AND PAYMENT DEADLINE:**

