

IMPORTANT INFORMATION ABOUT ADS

GENERAL INFO

- Ads can be personally designed. If you wish to do this please contact me, and I will provide more information.
- No more than two pages per senior without prior approval. Contact me about questions.
- Deadline dates are very important. If there is a conflict, please contact me as soon as possible.
- All payments are NONREFUNDABLE.
- The yearbook staff CANNOT be responsible for returning any pictures.
- It is easiest to email or text you any questions regarding your page. If I can text you please include your cell number on the order form.

PICTURE INFO

- Staff designed ads can have no more than
 - 20 pictures per double page
 - 10 pictures per whole page
 - 5 pictures per half-page
 - 3 pictures per quarter page.
 - 1 picture per eighth page

If you send more than the allotted number of photos, the yearbook staff reserves the right to choose the pictures to be included on the page.

Large background images do not count toward this total.

- **Digital pictures are preferred on a CD or flashdrive.**
 - Pictures must be scanned at a resolution of at least 300dpi. And saved individually, not several on one page.
 - FACEBOOK, TWITTER, and INSTAGRAM PICTURES ARE NOT RECOMMENDED. They do not print well.
 - Original Smartphone pictures will work. No edits.
- If digital copies cannot be sent, **please send duplicates of irreplaceable photos.** We deal with a LARGE amount of pictures and **cannot be held responsible for misplaced or damaged pictures.**

LETTER INFO

- Digital letters are preferred. Either emailed or included on the picture CD/flashdrive in a WORD document.
- Staff designed letters can have no more than
 - 550 words per double page
 - 275 words per whole page
 - 125 words per half page
 - 60 words per quarter page
 - 25 words per eighth page

SUBMISSION INFO

It is our desire to be as accommodating to each senior's family as possible in regards to turning in your senior's information. However, please be mindful that we get a large amount of pictures and letters from close to 100 seniors. Therefore, when items are submitted in multiple formats, it makes it very difficult to keep up with who has turned in what and how they turned in it. We do not want to leave anything off of your senior's page, but when we have to remember all the different ways items were submitted, this is a distinct possibility. This is why we ask you to please turn all of your information in at once not in shifts and in the same format. So please, put all letters and pictures on the same flashdrive or CD. In a Word document (THIS IS THE PREFERRED FORMAT.) If, however, you have a dilemma with this, please email me as soon as possible to make other arrangements.

Also, we will do our best to accommodate family created personalized layouts. However, as a staff, we have a great deal of experience making senior pages and can often see potential for your senior's page that you may not see. Also, our yearbook program may not easily and efficiently duplicate your desired layout. Therefore, we prefer to create individual designs for each student based on the materials turned in and our design knowledge. If you have a specific vision, to ensure your satisfaction, it is suggested that you create any pages that you want to look a specific way. These pages can be made in Word, Publisher, and there are other web based programs. Pages must be saved as a .jpeg file on the highest resolution possible.

If you have any questions please email Regina Graham at rgraham@fsd5.org.