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:

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Recognition Ad Order Form

To reserve yearbook space please respond by by providing the following:

- This Order Form completed
- Ad Photo(s)
- Ad Text
- Check payable to:
- Mail or deliver to:

Customer data

Student's Name

Parent/Purchaser's Name

Address/City/State/Zip

Your Signature

Daytime Phone

Evening Phone

Advertising Data

Check the ad size requested:

(All ads are printed in color)

1/8 page _____

1/4 page _____

1/2 page _____

full page _____

Is this ad a surprise for the student:

_____Yes _____No

Provide the following design information:

Design # _____

Clip art # _____

Number of photos provided: _____

Neatly print ad text below (you may submit on another sheet of paper):

Payment

_____ Total amount paid

_____ Check included

_____ Cash included [do not mail cash]

_____ Money order included

Yearbook

Available at

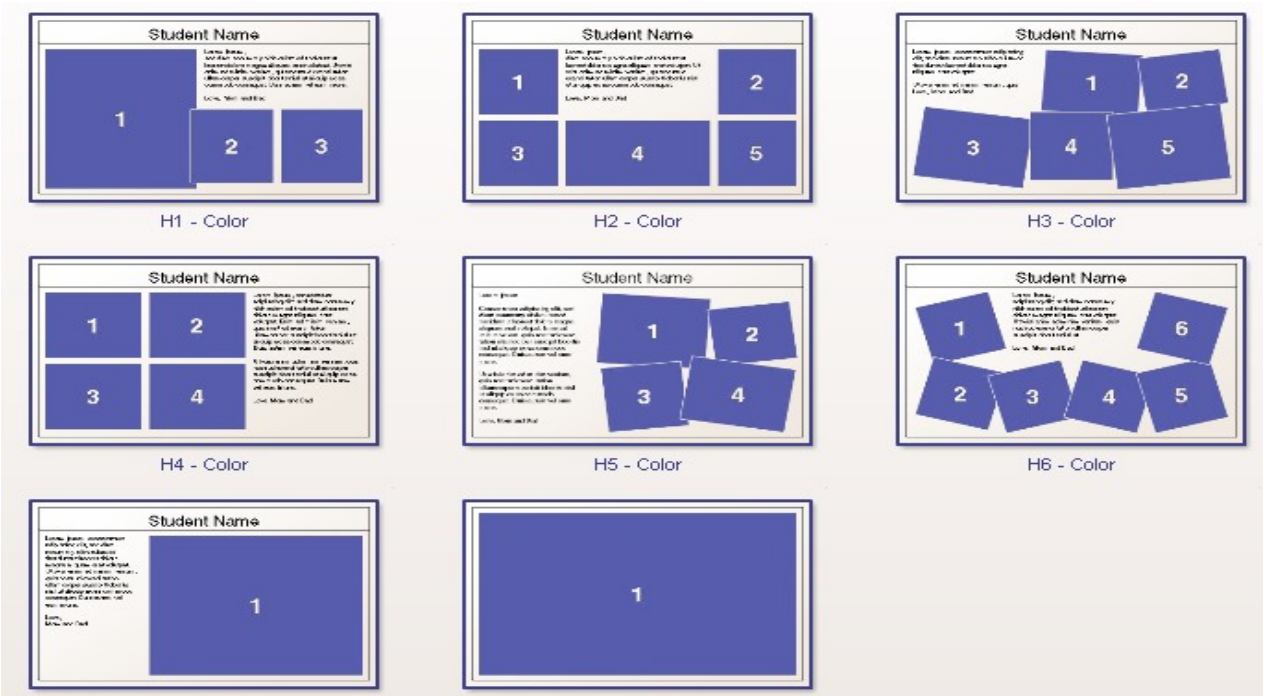
_____Yes, I would like my personal copy of the yearbook. I have added the cost of the yearbook to my payment.

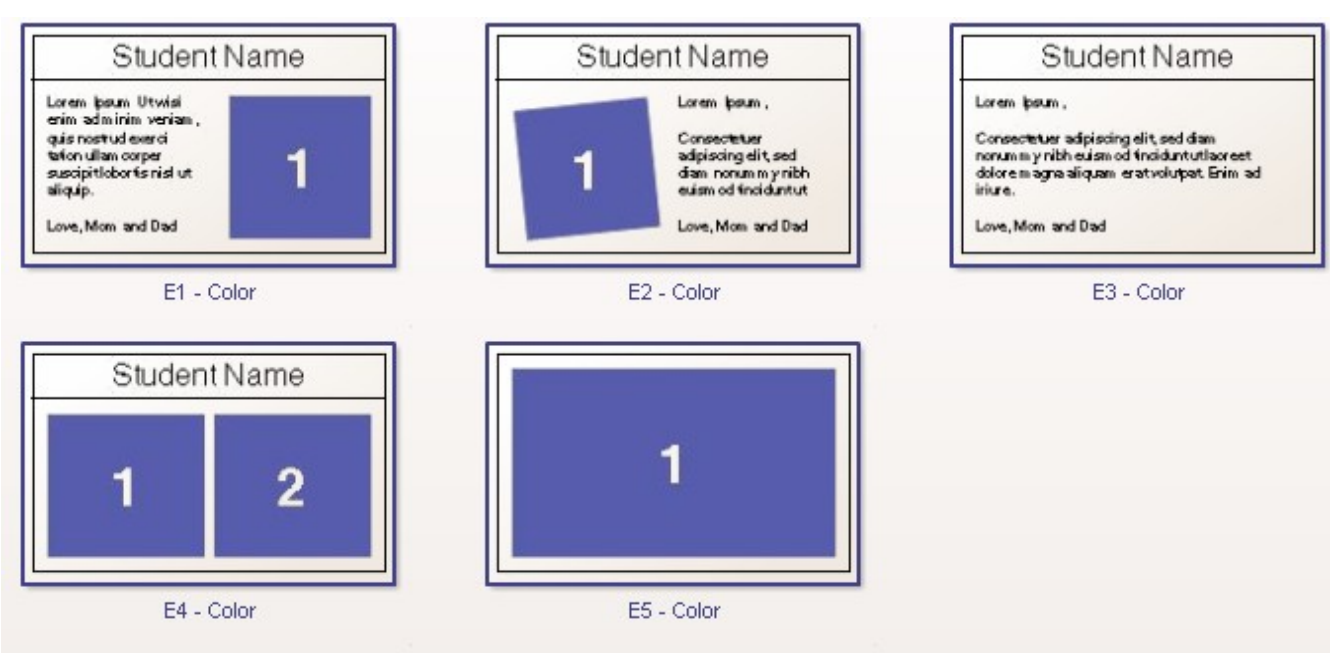
jostens®

IDEAS FOR AD LAYOUTS: The Yearbook Staff will adjust these and other layouts according to photo quality and other considerations. We will make sure your ad is equal to or better than the layouts below. **Circle the layout style you prefer**.

FULL PAGE

HALF PAGE AD LAYOUTS



One Fourth Page

1/8th Page Layout