

# SENIOR DEDICATION ORDER FORM

Include this form with your CD

Ordering Information

*Please Print Clearly*

Name to appear on ad: \_\_\_\_\_

Student's 4-digit ID number: \_\_\_\_\_

Name of person responsible for billing: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## CIRCLE THE SIZE/PRICE OF YOUR DEDICATION:

### **October 1, 2009: DEADLINE 1 – No price increase**

Full-page color ad (\$430)      1/2 page color ad (\$230)      1/4 page color ad (\$130)

### **November 3, 2009: DEADLINE 2 - \$5 increase**

Full-page color ad (\$435)      1/2 page color ad (\$235)      1/4 page color ad (\$135)

### **December 3, 2009: DEADLINE 3 - \$10 increase**

Full-page color ad (\$440)      1/2 page color ad (\$240)      1/4 page color ad (\$140)

### **January 7, 2010: DEADLINE 4 - \$15 increase**

Full-page color ad (\$445)      1/2 page color ad (\$245)      1/4 page color ad (\$145)

### **February 4, 2010: DEADLINE 5 - \$25 increase**

Full-page color ad (\$455)      1/2 page color ad (\$255)      1/4 page color ad (\$155)

**LOWER PRICES**

## CHECKLIST

- ✓ Order Form
  - Filled out completely
- ✓ On CD
  - Student's name and 4-digit ID in sharpie on CD
  - Large, high-quality digital photos
  - Typed out senior dedication text on Word Document
- ✓ Payment
  - Check for correct amount made out to "Northwood HS Yearbook"
  - Student's 4-digit ID number on Memo line of check
  - Add the price increase amount to your total if you've submitted your dedication later than October 1, 2009.

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This is a sample of a 1/2 page layout only. Your senior dedication will look different based on what size layout you choose. Please note that you can include more pictures than what is shown.



## MAXIMUM NUMBER OF PICTURES

**1/4 PAGE = 6**

**1/2 PAGE = 10**

**FULL PAGE = 20**

Although there is a cap on how many photographs can be sent, you do not need to reach the maximum number. If you would like a page with less than the maximum amount of photos, that will be accepted as well.

*The sample page layouts shown throughout this packet are subject to change depending on the number and length/width of the photographs you submit to us.*

*Ads will appear larger than shown. Our book is published on 9"x12" paper.*

# SENIOR DEDICATION

*A gift for your senior that will last a lifetime...*

Dear Senior Parent/Guardian:

Every year, senior dedication ads become a special part of a student's graduation gift. Many of our parents purchase space in the back of the book in order to express to their son/daughter how proud of them they are. You use your own words and your own photos! This is a chance for you to convey how much they have accomplished. All you need to do is fill out the form, choose the size of your layout and submit your photos. Last year our ads sold out, so hurry and buy yours today! There will be several deadlines this year. Please see order form for dates. Below are the guidelines and procedures for purchasing a senior dedication ad as well as answers to some frequently asked questions.



## Tips on creating your senior's ad

- Use text (original poems, inspirational or meaningful quotes, etc.) Place the text on the cd in a Word document so that it can be copied and pasted directly onto the layout to prevent errors.
- Include baby pictures as well as a recent picture. Remember that your child's senior picture will already be in the book, so it is not necessary to include it in the ad. You may want to use a sports or hobby picture instead of a senior shot. For legal reasons, we cannot include baby pictures that show unclothed body parts below the waist.
- **Photographs:**
  - Large, high-quality photos are your best bet.
  - Digital – minimum size accepted is **1280 x 960**. If the photos are any smaller they will not be properly imaged-in and will appear fuzzy in the book.
  - Scanned – scan at 300 DPI and save as a TIFF file on a cd.
  - DO NOT SEND ORIGINAL PICTURES
  - Only photographs on a cd will be accepted.
    - Many local copy stores and photo businesses are more than happy to scan and place your photographs on a cd for you.
- Due to limited space it is best to get your dedication form and photos in early.

## Checklist for your senior dedication

- ✓ Filled out senior dedication order form
- ✓ Chose the size of the dedication
- ✓ Found photographs:
  - Digital – minimum size accepted is **1280 x 960**. If the photos are any smaller they will not be properly imaged-in and will appear fuzzy in the book.
  - Scanned – scan at 300 DPI and save as a TIFF or JPEG file on a cd.
  - Do NOT email us photographs.
- ✓ Typed out senior dedication text on Word Document and included on CD.
- ✓ Wrote out check to “Northwood HS Yearbook” in the amount appropriate to the size chosen, with student's 4-digit id number on memo line

## IN ENVELOPE

- ✓ Addressed to YEARBOOK: Ms. Heck, 4515 Portola Parkway, Irvine, CA 92606. You may also drop them off at the front office during school hours.
- ✓ Senior Dedication Order Form: Completely filled out
- ✓ Check made out to “Northwood HS Yearbook” in the amount appropriate to the size chosen, with student's 4-digit id number on memo line
- ✓ Typed senior dedication text on a word document placed on cd
- ✓ Photographs: Please read photo info above (please label cd with student's name and id number)
  - The number of photographs you submit needs to match the number on the layout you have chosen. Remember the maximums for each page (1/4 page max. is 6), (1/2 page max is 10), (1 page max is 20)

# RETURN TO MS. HECK

## Frequently Asked Questions

### **Why do senior ads need to be turned in so early?**

Our yearbook plant sets the deadlines, so we do not arbitrarily select this date. We need to tell them how many pages will be purchased so that they can set up our yearbook accordingly.

### **Can I send original pictures?**

NO! If you have older pictures that you want to include, you can scan them on your computer or take them to a local copy store and have them placed on a cd. This is easy to do and highly recommended. We will not accept original pictures.

### **What are the types of photographs that I can use?**

- Digital – minimum size accepted is **1280 x 960**. If the photos are any smaller they will not be properly imaged-in and will appear fuzzy in the book.
- Scanned – scan at 300 DPI and save as a TIFF or JPEG file on a cd.
- DO NOT SEND ORIGINAL PICTURES
- Only photographs on a cd will be accepted.
  - Many local copy stores and photo businesses are more than happy to scan and place your photographs on a cd for you.

**LOWER PRICES**

### **Do I need to reduce or enlarge the pictures I am giving you? Do my photos need to be the same size as the examples given?**

No. Once we get the photos, we will size them according to the layout. We would rather the photos be larger than smaller. Also, remember that the examples shown are smaller than what is actually printed. Our entire book is printed on 9"x12" paper.

### **How do I let you know where I want the pictures to go on the ad?**

Because some of the photographs will be horizontal and some will be vertical, our staff will figure out the best placement for each picture for you.

### **Can I submit black and white photographs?**

Although the senior ads will be in all color, black and white photographs can be submitted. Keep in mind that the photograph will have the same color in the book as it does when it is submitted.

### **What kind of pictures should I use?**

The best kinds of pictures are the ones that showcase their entire life, instead of just their senior year. Placing their senior picture in the ad isn't always a good idea because it will already be in the senior section. Baby pictures, holidays, special events and pictures with friends and family are always a nice choice.

### **Are there limits on what kinds of pictures I can use?**

Yes. Although the majority of pictures are well received, only appropriate pictures will be accepted and photos of students must follow the dress code guidelines as issued by Northwood High School. We reserve the right to deny any pictures that aren't suitable for a high school publication into the yearbook.

### **What forms of payment do you accept?**

We take personal checks, money orders or cash. Checks should be made out to "Northwood HS Yearbook." When writing a check, please write your student's school 4-digit ID number on the memo line in order to process the ad immediately.

### **Is there someone that I can contact if I have more questions?**

Please email [jheck@iusd.org](mailto:jheck@iusd.org)

**We reserve the right to refuse a student's dedication due to inappropriate images and/or text. Only a refund of the ad will be given.**

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