

Patch High School Yearbook

Dear Parent,

If you are looking for a way to publicly recognize your student, a personal ad in the yearbook is a great way to do it.

Personal ads are 1/4 page for \$50. The yearbook staff will create your ad based on the pictures you submit.

When selecting your pictures for the ad, choose ones that are crisp and clear, have good color, are free of scratches, are not copyright protected, have a high resolution, and are unedited. This will help make the process easier and ensure a quality ad. Pictures downloaded from Facebook will not work - their resolution is too low.

Please fill out the form that is attached to this and send it to stacy.miller@eu.dodea.edu along with \$50 cash or check payable to Patch SAF.

There are a limited number of pages available, so please don't wait until the last minute. Once all the pages are filled, no more ads will be sold. No ads will be accepted after January 20, 2013 (this is an availability deadline).

Due to the limited number of pages, no friends ads will be sold until January 21st. Only single student ads will be sold until that date. This will give everyone equal opportunity to at least have one ad in the yearbook. Also, friends may only purchase quarter page ads.

If you have any questions, please feel free to email me at stacy.miller@eu.dodea.edu.

Sincerely, 
Stacy Miller
Yearbook Sponsor

ADS CHECKLIST

Please read before picking pictures

AD SPECIFICS: Please type and include one or both of the following choices:

- ▶ Parent/family message
- ▶ Inspirational or memorable quote

AD TIPS: Please make sure you read the information below; it will help alleviate problems. Please use this as a checklist for your ad. All ads must be correct to be accepted. Payment and pictures do not guarantee space.

~General Info

- ▶ All digital photos and scanned photos must be uploaded to the Jostens site. See attached flyer for uploading instructions.
- ▶ If the ad is a surprise for your child, please indicate on the front of this sheet, just in case we have questions.
- ▶ All writing should be typed to guarantee proper wording. Please submit it as a Word document.
- ▶ The yearbook ads staff will design the pages; collages will NOT be accepted.
- ▶ Get your materials together quickly. There are a limited number of pages.
- ▶ You must pay in full when purchasing the ad.
- ▶ Incomplete ads will not be accepted.
- ▶ Late ads will not be accepted.

~Regarding pictures

- ▶ If you have a picture in mind that will be dominant, please state so.
- ▶ Photos must be in high resolution. Generally if pictures have a 1 MB or higher memory, they will work.
- ▶ DO NOT cut the photos in any way. Cut photos will not be accepted. Staff members will crop the photos to fit.
- ▶ Copyrighted photos such as glamour shots will NOT printed even with written permission.
- ▶ Any pictures that are scratched, creased, or ripped will appear in the yearbook that way. Keep that in mind when choosing pictures.
- ▶ Please choose photos free of hand signs, red solo cups, and alcohol.

~Proofs

- ▶ We will send you a proof of your ad via email. You will have 48 hours to respond and make corrections. This proof is to ensure that all pictures are on the page, the student's name is spelled correctly, and the message is correct and free of errors.
- ▶ We assume you originally submitted pictures you want to be in the ad. In the event you wish to change a picture after they have been accepted or in the proof stage, there will be a \$20 fee per picture. ☺

PLACING THE ORDER: Please email stacy.miller@eu.dodea.edu to place your order.

DEADLINE: Everything must be received by January 20, 2013.

Patch High School Yearbook

Student's Name: _____

Contact Person: _____

CMR Address: _____ Zip Code: _____

*Email: _____ *necessary to ask questions, address concerns, and to send proof. You will have 48 hours to respond to proof email.

Dominant photo = _____ Don't care or _____

AD STATUS: _____ Surprise _____ Child is aware of ad

PAYMENT: Make checks payable to _____ Total Payment Amount: _____
Patch SAF. All ads must be paid in full with order.

SIGNATURE: I have read the conditions regarding my child's ad and understand that if any part is not correct, I will not have a saved space. Pictures and payment alone do not guarantee me an ad. I also certify that all pictures are original, nonprofessional, and are non-copyright protected pictures.

Signature of advertiser, date
(Please make a copy of this contract for your records, as one will not be mailed to you.)

Staff use only:

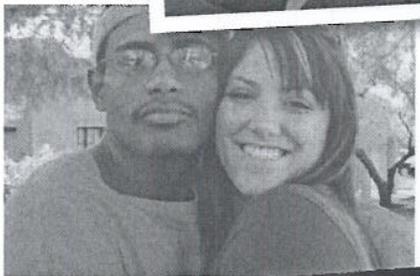
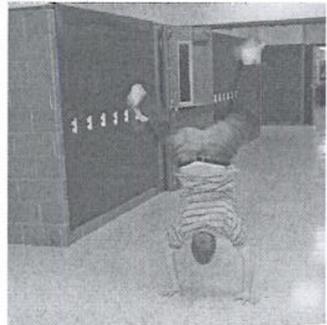
Date payment received: _____ Amount paid: _____ Check #: _____ Cash: _____

___ Receipt Sent Date: _____ Staffer initials: _____

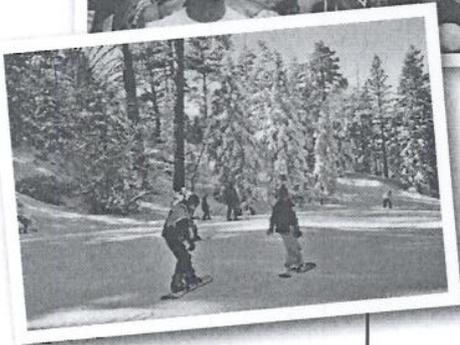
___ Proof Date emailed: _____ Staffer initials: _____

___ Pictures returned Date: _____ Staffer initials: _____

Image Share



Yearbook It!



Get your pictures in the yearbook!

The Yearbook Staff invites students and parents to submit photos for the yearbook. If you've got great photos of school and community events or you and your friends just having fun, we'd like to see them.

Our photographers can't be everywhere. Help us get as many photos as possible to create a terrific book everyone will want to have.

Here is how you can submit photos online—

Log on to: images.jostens.com

Enter Login ID: 400144400

Password: PatchYB13

- Browse to select the photo(s) you wish to upload, click on "Image Share".
- Enter information about the photo and provide contact information in case the staff needs additional information.
- Click "Save Details".

It's that easy! Submit your photos today!

The last day to submit photos is _____ relative to when each section is due

The Yearbook Staff will review all photos and determine final yearbook content. We cannot guarantee that all submissions can be used in the book.

