CLASS OF 20XX

WELCOME TO YOUR SENIOR YEAR

**You already have a to-do list!**

**Get your formal senior picture taken for the yearbook – it’s free!**

To get into the senior section of the yearbook. [INSERT/EDIT DETAILS HERE]: You will get to choose from among three different shots, but there is just one set-up: Black tux for the guys and drape for the ladies.

To take different poses, casual photos or on location poses you will need to pay a sitting fee, but the Portrait Place offers great prices and you will already be looking good.Call the [PORTRAIT PLACE] by [DATE] to make an appointment. [XXX-XXX-XXXX]

**Look for the senior accolade form to come.**

Fill out the form by [date] to have your accomplishments by your portrait.

**Get your family to dig out those embarrassing baby pictures…**

You know you’re going to need a senior ad in the yearbook. We’ll be selling ads and books at registration. The deadline for ads will be [DATE].

If you have questions, contact the yearbook adviser, [ADVISER NAME] at [ADVISER EMAIL].

**Don’t forget your cap and gown!**

The cost for cap and gown is [$PRICE]. You will be able to purchase these in the fall. [Name], the senior class sponsor will guide you through this process.

SENIOR AD DETAILS

**FULL PAGE: [$PRICE]**

Maximum number of photos: 8

Each additional photo: $25

Maximum number of words in message: 250

Student’s name will be set in large type on the ad.

**HALF PAGE: [$PRICE]**

Maximum number of photos: 4

Each additional photo: $25

Maximum number of words in message: 100

Student’s name will be set in large type on the ad.

**QUARTER PAGE** (VERTICAL ONLY)**: [$PRICE]**

Maximum number of photos: 2

Maximum number of words in message: 75

Student’s name will be set in large type on the ad.

**EIGHTH PAGE** (HORIZONTAL ONLY, BUSINESS CARD SIZE)**: [$PRICE]**

Maximum number of photos: 1

Maximum number of words in message: 25

Student’s name will be set in large type on the ad.

**INCLUDE WITH YOUR ORDER:**

* Your message (please write clearly!) We will edit for spelling and grammar if you request.
* Photos labeled with name on the back (use sticky notes, so writing doesn’t show through).
* We accept electronic photos on CD-ROM or flash drive, however, photos must be high resolution (approximately 1 MB minimum). Cell phone photos are generally not acceptable. We reserve the right to reject photos.
* Self-addressed stamped envelope large enough to hold all photos.
* Check or cash for amount of the ad (or proof of payment through online service).
* Daytime phone number and contact name.

**OTHER NOTES:**

The yearbook is produced by students. We make every effort to create beautiful and 100 percent correct ads that meet all of your requests. You will receive a proof of your ad before it is printed. However, in the unfortunate case of an error, we do not provide refunds for advertisements unless there has been an incident of extremely neglectful behavior on our part.

We reserve the right to edit messages for inappropriate content that does not meet the ethics of responsible journalism. Feel free to contact the yearbook adviser with any questions or concerns.