

Senior Ad Order Form

Please see the Lifetouch Yearbook Order Form for information on purchasing a yearbook.

The Senior Ad Order Form (page 1) and Senior Ad Information Form (page 2) must be completed and returned with your pictures and message in order to create your ad.

Senior's Name: _____

Senior Ad Order Options

- Full Page: \$270 (If you purchase before Friday, November 2, you will receive a FREE yearbook) *
- Half Page: \$175 (If you purchase before Friday, November 2, you will receive a yearbook for \$30) *
- Fourth Page: \$100

*In order to take advantage of the Early Order Senior Ad Discount, you must

- pay for the ad in full by **Friday, November 2.**
- bring your payment to Mrs. DeLaigle (the discount is not available online through Lifetouch's YBPay).
- turn in completed Senior Ad Order Form and Senior Ad Information Form by **Friday, November 2.**
- turn in all pictures, message, and layout requests by **Friday, November 2.**

If all of the above are not submitted by Friday, November 2, you will be charged full price for a yearbook.

The absolute last day to order a Senior Ad is Monday, February 4 (if space is still available); your pictures, message, and design must be submitted by this date along with the two required forms; however, if all ad space is sold prior to February 4, no additional pages can be added and we will have to stop taking orders early.

Please understand that you cannot "hold" a spot with payment only. In order to reserve your space, you must submit payment, Senior Ad Order Form, Senior Ad Information Form, all pictures, and message. If ad space is still available, we will take orders and all above requirements through Monday, February 4 at 3:30.

Amount Enclosed: full payment of _____
 first installment of \$_____ (an installment must be no less than 1/3 total amount due [\$_____]); installments are NONREFUNDABLE and must be paid in full by deadline 2/4 (11/2 deadline for early orders; if not paid in full by final order date, no ad will be placed in yearbook)

Method of payment: cash money order (to Morgan County High School)
 check # _____ (to Morgan County High School)
 YBPAY* (for credit/debit card orders: use code 4003119)
*you cannot receive a free or discounted yearbook with senior ad purchase using this method

Please return the two forms, payment, photos, and message to Tara DeLaigle, the yearbook adviser, by dropping it by or mailing it to the school. In order to guarantee your senior ad information is received, please do not give materials to a yearbook staff member.

Please contact the yearbook adviser with questions or concerns: tara.delaigle@morgan.k12.ga.us

Senior Ad Information Form

Must be completed, signed, and returned with order form, payment, pictures, and message before work can begin on ad.

Senior's Name (as you wish it to appear on the senior ad): _____

Is the ad a surprise? Yes No

Ad size: full page ½ page ¼ page

Ad Message: (you may attach a page if additional room is needed)

- Number of photos submitted*: _____ uploaded photos to <http://community.lifetouch.com/> and registered with access code **ZSFGEU**
- _____ CD (labeled with student's name)
- _____ printed photographs
- each labeled on the back with student's name
 - in an envelope or Ziploc bag with student's name

To ensure we receive all materials, you may not email pictures or message to yearbook adviser or staff members.

Please remember that you may not submit more photos than the purchased ad size and all photos must be submitted at the same time: **full page ad- no more than 20** **½ page ad- no more than 10** **¼ page ad- no more than 5**

- Ad design: I will design and submit my own completed ad
- at least 300 dpi in .png or .jpg format
 - full page (8.5x10.9) half page (8.5x5.4) quarter page (4.2x5.4)
- I would like a Yearbook Staff Member to design.
- I have attached a sketch for reference in layout.

If a staff member is designing, please list any specific colors and/or fonts you would like used (specify for background, border, message) or any other specific items to include for a more personalized ad:

Would you like to see a proof of the ad before it is sent to the publisher? Yes No

Please note that our best effort will be made; however, we have firm deadlines set by the publisher; therefore, if approval is not granted before the deadline, the ad will be submitted as is.

Purchaser's name: _____ Relationship to student: _____

Purchaser's phone number: _____ (cell home work)

Purchaser's email address: _____

I, _____ (PRINT NAME), understand that the Morgan County High School Yearbook is a student-produced publication following industry standards. I understand that the staff will attempt to comply with my preferences, but that the staff reserves the right to make all decisions regarding ad design. I understand the staff will use my text exactly as I submit, and I further understand that no refunds will be issued in the event of an error, but that the staff will make every effort to correct errors before the ad is sent to the publisher.

Purchaser's Signature _____ Date _____