

ORDERING A SENIOR AD FOR THE 2012 TOMAHAWK YEARBOOK

To place an order for a Tomahawk yearbook senior ad, please choose a template and complete an order form. You can see all of the templates on the school website, www.choctawindians.net, under Publications/Tomahawk Yearbook. Keep the "early bird" deadlines in mind! Submit completed request forms, payment, and disk/photos in a manila envelope at the front desk or send it with your student to Mrs. Griggs, room 2D07. Label the envelope as follows: Student name, Choctaw Yearbook, Senior Ads. Checks should be made out to Choctaw Yearbook.

- All photographs must be identified with your name or your student's name. Use an address or Avery label; write the information on the label with a sharpie marker before placing it on the **back** of the photo. You may also use a sharpie directly on the back of a photo; **do not use a ball point pen**. Allow the marker to dry before stacking photos.
- You will need to choose photos that "fit" the preferred template. **DO NOT CUT** your photos; we will be able to take any size photo and digitally reduce or enlarge it to fit the space on the template. We can accept **no more than 10** photos for a layout, in addition to the senior photo.
- You may submit black and white photos.
- Original artwork may be submitted just as a photograph, but pencil drawings do not copy well.
- Do not submit photos in which subjects are wearing clothing which advertises or promotes alcohol, drugs, or tobacco products; do not submit photos in which subjects are making any hand gestures or wearing clothing with inappropriate screen prints, words, or graphics; do not submit photos of subjects wearing bikinis or other revealing clothing. **Pictures in which cleavage or body parts appear will not be accepted.**
- **The Tomahawk yearbook staff and its sponsor reserve the right to reject any photo deemed inappropriate for any reason; the staff also reserves the right to modify the chosen template in order to accommodate remaining photos.**
- All written messages should include attribution for any words which are not your own (quotations, poems, and song lyrics should all be credited to their authors). Please verify all quotations for accuracy; an excellent online source is **BrainyQuote.com**. **Please do not submit copyrighted material.
- Be sure to submit good quality photographs and digital prints; re-printing does not improve photo quality. **We accept and encourage digital images on disk (limit 10 per layout).**
- Please do not submit irreplaceable photos; although we do our best to store photos, they have occasionally been lost. Take precautions with priceless photos by having them reproduced on a CD.
- Hard copy photos will be returned to students in May if they come to room 2D07 to pick them up.
- If you want your photos to appear in a particular order, be sure they fit in the spaces allotted, and write the number from the template on the picture label or turn in the template with your picture descriptions in corresponding boxes. If submitted photos do not fit into the spaces selected, we will change the pictures to find the best possible fit. We will accommodate your preferences as much as possible. ***No more than 10 photos, plus a senior photo, may be used for a layout.** If you submit more than 10 photos on a disk, we will remove extras.
- For the sake of consistency and identification, names of seniors featured in the ads will be placed at the top of the ad page by the yearbook staff, whether the student's name is in the ad or not.

Choctawhatchee High School Tomahawk Yearbook Senior Ad Contract 2011-2012

Parent Name(s) _____

Mailing Address _____ Zip _____

Phone Number(s) Home _____ Work _____ Cell _____

Senior Student's Full Name _____

Is this a surprise? YES NO (If so, we will NOT contact your student regarding any questions.)

1. Please select the ads and templates that you wish to use by placing checks in the appropriate blanks.

****NOTE: Ad prices do not include the purchase price of a yearbook.**

2. **The final deadline for senior ads is November 11;** no orders can be accepted beyond this date. Please leave your completed order, including check, in a labeled manila envelope in room 2D07 or at the front desk.

3. Please read all instructions before completing the order form. If you have any questions, please email Mrs. Griggs at griggsm@mail.okaloosa.k12.fl.us – you may include your phone number and Mrs. Griggs or the ad manager will respond by email or phone.

Please print the name that is to appear on the full page ad border (no more than 25 characters):

Prices: Please circle the ad type/price that you are requesting and initial at the end of the column.

Due Dates	FULL-PAGE	HALF-PAGE	QUARTER-PAGE	ONE-EIGHTH PAGE	Initial Here
Oct. 7	\$300	\$225	\$150	\$100	
Oct 8-31	\$325	\$250	\$175	\$125	
Nov 1 - 11	\$350	\$275	\$200	\$150	

*Note: No ads can be placed after November 11, 2011.

Early submissions will not be penalized for senior portraits received by November 11, 2011.

Templates: Please write the number of the template you are requesting (1-17): _____

Photographs: Please fill in and/or check the appropriate blanks.

_____ Number of photos submitted (maximum of 10 photos, plus senior photo).

_____ I will submit a senior portrait as soon as I receive it, but **before November 11.**

Early submissions will not be penalized for senior portraits received by final deadline.

_____ Use the same senior portrait that appears in the yearbook.

If senior photos are not available by Nov 11, you must choose this option.

Message: Please type or print the text you wish to appear in your ad at the bottom of this sheet or on a separate sheet of paper.

Special Instructions: Special instructions should be written on the template (downloaded from the school website) and included with your order; you may also include them on a separate sheet of paper.

Check to be sure the following have been submitted:

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> order form | <input checked="" type="checkbox"/> student name as it is to appear | <input checked="" type="checkbox"/> price selection | <input checked="" type="checkbox"/> template |
| <input checked="" type="checkbox"/> photo information | <input checked="" type="checkbox"/> special instructions | <input checked="" type="checkbox"/> message | <input checked="" type="checkbox"/> payment |

*Note: All items (except senior picture) must be submitted before we begin processing your senior ad.

Special Instructions for Layouts:

Message or Text to appear in Senior ad:

_____ **Initial here if you will NOT be including a message or text.**