



# Orcutt Academy High School

## "Senior Recognition" Ad Order Form

### Dear SENIOR Parent(s):

Looking for a creative way to tell your student, "I love you and I'm proud of you"? Senior recognition ads are a great way for parents, families and friends to commemorate student achievements and important milestones.

Place a "**Senior Recognition**" Ad in the yearbook!

In the future, seeing your message will bring a smile as they remember your love and support during these important years. And, it's easy to create a recognition ad.

While you're thinking of what your ad will look like, also think about the size of the ad space. Our yearbook staff is here to answer any questions you might have and will also be willing to help create an ad subject to your approval.

We will keep the ad a secret until the yearbook is distributed (I will also keep secret if your son or daughter are on the yearbook staff).

We have created a new system where we will order additional pages to yearbook to accommodate all senior ad orders. No more running out of ads! Order yours by deadline of NOVEMBER 1, 2017.

Thanks!

Sincerely,  
Mr. McManus  
Yearbook Advisor



**"SENIOR RECOGNITION" Ad order form - please return with payment to OAHS Business Office**

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Best time to call \_\_\_\_\_

Please keep this a secret from my student.

**Sizes & Prices**  
(Please check one)

1/4 Page is \$50

1/2 Page is \$85

Full Page is \$140

Parent Signature: \_\_\_\_\_

**DEADLINE for reserving your senior dedication ad is NOVEMBER 1, 2017**

<b>** For Business Office Only **</b>	
Date Paid: _____	Cash Amount: _____
Check # _____	Check Amount: _____

**\*\* need help, see next page for instructions \*\***



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## SENIOR RECOGNITION AD ORDER FORM INSTRUCTIONS:

### Submit your order thru the school:

#### Step-by-step instructions

1. Select ad size.
2. Complete the Order Form provided.
3. Provide photos for each space in the ad.
4. Write your message on a separate sheet and attach (please type if possible).
5. Provide payment (cash or check, payable to OAHS Yearbook).
6. Please include a stamped, self-addressed envelope for the return of your photo(s).
7. Please submit all photos and text to yearbook staff advisor, Jim McManus

#### Important information about yearbook Recognition Ads

- Our school reserves the right to edit ads per our guidelines.
- We retain the right to remove any explicit text, graphic photos or copyright-protected imagery or photos.
- For the ad to appear in the yearbook, your ad must be purchased by the deadline.
- Color photographs uploaded for black-and-white ads will appear in black and white.
- We will make every effort to use your layout and text as indicated.

A proof of ad can be provided upon request.

#### Prices and Sizes (circle one):

- 1/4 page ad is \$50
- 1/2 page ad is \$85
- Full page ad is \$140

#### Photo submission guidelines

1. Do not cut, glue or tape photos.
2. Care will be taken to return photos; however, copy prints should be submitted for irreplaceable photos.
3. Select appropriate orientation for photo layout (vertical or horizontal).
4. Photos will be enlarged or reduced to fit the layout.
5. Write your name on all back of all photos submitted
6. Photos will be returned when the yearbooks arrive.

**(The school, yearbook staff or the yearbook company do not accept responsibility for lost or damaged photos.)**