

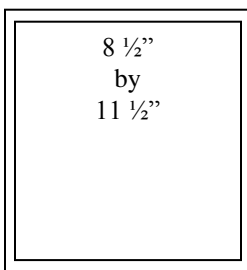
## Senior Recognition Ad **Due November 18, 2016**

**Note: Price of ads will increase \$10.00 after the due date.**

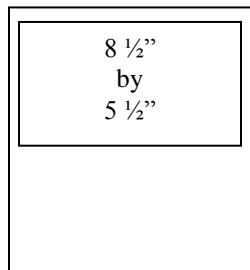
The time has come to purchase your graduate's senior ad to be placed in this year's yearbook. Broughton High School and the yearbook staff would like to offer you the chance to remember your graduate with personal messages, childhood photos and recent pictures. All ads will be in full color. Please note that we have limited space and ads are completed on a first come first serve basis. Please do your best to turn this form in by November 30th to reserve your spot in the yearbook. When you are done filling out the form attached, please **send it to Broughton (address above) with attention to Ms. Castillo.**

### **Step 1: Select the size ad you would like to purchase.**

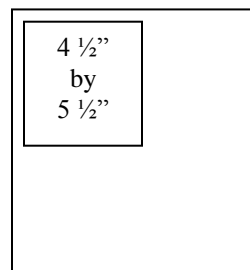
**Full Page: \$375**



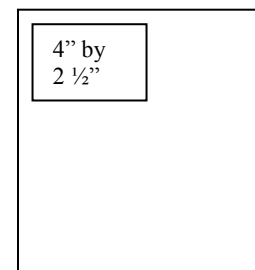
**1/2 Page: \$225**



**1/4 Page: \$175**



**1/8 Page: \$125**



*Suggested number of pictures and lines of text per ad size:*

**Up to 10 pictures**  
**8-10 lines of text**

**3 to 5 pictures**  
**6-8 lines of text**

**2 pictures**  
**3-5 lines of text**

**1 picture**  
**1-2 lines of text**

### **Step 2: Select the correct number of pictures based on your size ad and choose how to send us the pictures.**

1. Hard Copy (If you want original pictures returned, please include a self-addressed, stamped envelope.)
2. Disk/Flash drive (Preferred, BUT disks that are not compatible with school programs/computers can result in delays, so please make sure to double check the compatibility with school programs/computers.)
3. Online Submission (See page 2 for instructions)

**Please make sure your pictures are at least 300 to 400 resolution!**

### **Step 3: Select your method of payment**

Method of Payment: Check (Made out to Broughton High School) or pay online at [www.latipacatbhs.weebly.com](http://www.latipacatbhs.weebly.com)

**Ads submitted without full payment included WILL NOT be included in the yearbook.**

### **Step 4: Write (legibly)/Type/Include any text you would like to appear with the senior ad on page three.**

Note: Please review the ad size you have chosen for your graduate when deciding on the length of text you would like to include (see above for suggested number of text). Also, if you have any particular requests or directions in terms of placement, please include those directions as clearly as possible on page three. For best results, type it and proof read it. If any names or nicknames are spelled unusually, please bold these directions.

### **Step 5: Review the specific picture guidelines and Ad Layout information on page two.**

**Step 6: Write your final decisions on page three and SUBMIT to BHS (mail it to the above address with attn. to Ms. Castillo or hand deliver to the front office) by November 18, 2016. We will continue to accept ads after this deadline until all of the space is filled; however, there will be a \$10 increase in price.**

## Specific Picture Guidelines

*If you scan your pictures, please adjust your scanner and scan them at a resolution of 300 to 400. We cannot accept low resolution scans because they will not allow us to enlarge them enough for print quality. Please do not copy and paste pictures from Facebook because the resolution will be too low.*

### 1. **Hard Copy**

If you would like to submit a hard copy of photos, please follow the directions below and on page three carefully and **submit a stamped envelope with your address on it**, so we can send the photos back. Also, please number each individual picture and specify the total number, so we can ensure you receive all of your photographs back.

### 2. **Disc/Flash drive**

This is a simple way to send us your pictures. Please triple check to make sure that the disc is compatible and do not forget to follow the scanning directions above. Please write/include the student's name, an email address, and the number of pictures on top of the disc or with the flash drive. Discs that are not compatible often result in delays. If you are unsure about submitting a disk or flash drive, please submit hard copies or submit photos online.

### 3. **Online Submission:**

We would love your pictures to be submitted digitally. Here is how you can submit photos online:

Go to: [Replayit.com](http://Replayit.com) and create a log in and password.

Upload your pictures and make sure they are **LABLED with your student's name! Otherwise, we cannot guarantee we will receive them!**

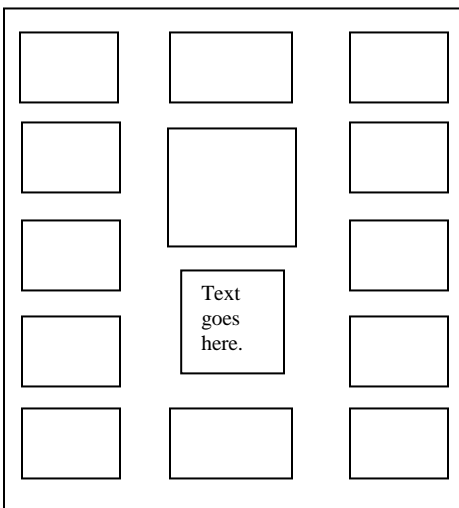
## Ad Layout

- You can leave the design up to us, you can **submit a drawing of what you want us to do as far as placement of the pictures. Write the student's name on the back of each picture and numbers corresponding to the layout of your ad, or attend Senior Ad Night on November 10<sup>th</sup>.**
- We will enlarge or reduce your photos as necessary. We will also "crop" (focus on key parts of) the picture to its best advantage. If you need someone cropped out of a photo just write us a note and attach to the photograph.
- Any ad that you produce to submit to us must be proportionate to the ad size that you buy. Please study the ad examples below and do not submit a vertical ad for horizontal placement.
- **We cannot accept any ad produced in Powerpoint, Publisher, Word, Pagemaker, InDesign, or any other software. Your ad if submitted digitally must be a JPEG with a resolution of 300. If you are unsure of how to do this, then please just submit your pictures and text and let our trained staff create the ad for you.**

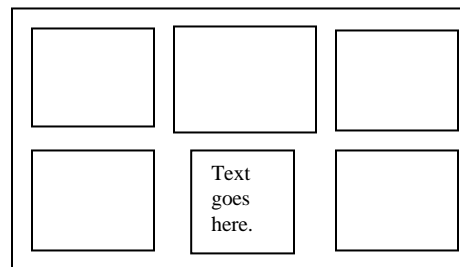
**Please remember that we are a student-run publication. We take pride in our book and make every effort to ensure that your ad is perfect; however, we cannot refund money because of typos, left out pictures, and other errors. The yearbook staff reserves the right to change or rearrange any ad which is not appropriate for the yearbook without notifying you. This includes but is not limited to the exclusion of photos and text.**

*If you have any questions, please email us at [latipacatbhs@gmail.com](mailto:latipacatbhs@gmail.com).*

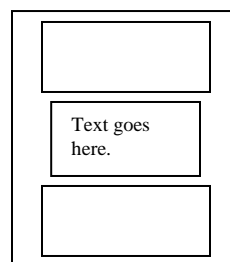
Full Page Sample Ad



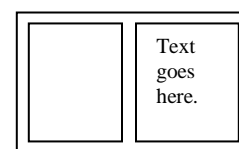
1/2 Page Sample Ad



1/4 Page Sample Ad



1/8 Page Sample Ad



**Please mail the following page in a clear gallon size Ziploc bag to  
Broughton High School Attn: Brianna Castillo  
Due November 18, 2016**

1. **Your Name:** \_\_\_\_\_  
2. **Student's Name (write legibly):** \_\_\_\_\_

3. **Method of payment:** (circle one)                      check                      online

*Note:*

- *If you want to write a check, write it to Broughton High School with LATIPAC in memo line.*
- *Your check may not clear for several months due to the volume of ads and our bookkeeper's schedule.*
- *You may pay online at [www.latipacatbhs.weebly.com](http://www.latipacatbhs.weebly.com) with your card*

4. **Ad Size:** (circle one)                      full page                      ½ page                      ¼ page                      1/8 page

5. **Number of Pictures:** (please write legibly) \_\_\_\_\_

6. **Method of Picture Submission:** (circle one)    hard copies                      flash drive/disc                      online

*Note:*

- *If hard copies, did you tell us how many and **write your address on a stamped envelope?***
- *If disc/flash drive, did you label it and double check to make sure it works?*
- *If online, did you upload pictures with your student's name on it? Did you tell us how many you uploaded, so we can double check?*

7. **Text to include** (if you need more room, please staple additional text to this sheet.)

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8. **If any last comments, requests, or directions, please write below.**

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9. **Signature:** \_\_\_\_\_

(By signing I agree to all the terms and conditions stated in the entire ad contract.)

Please write your email and phone number below, so we may contact you if we have questions.

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

(Please make a copy of all the above for your records)