

COLUMBA 2012

The Prout School

4640 Tower Hill Road
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Straight from the heart and into the yearbook! Our staff is now offering the opportunity to “personalize” the yearbook in a very special way with a recognition ad. Space is available to tell your child how proud you are! Regardless of the occasion, your ad provides a great way to recognize a student or event in a special and unique way. To reserve your space follow these guidelines and submit a Recognition Ad Order Form.

Black & White Ads only

<u>Sizes</u>	Early Bird Sale Price (by 12/1/11)	Regular Price (12/2/10- 1/12/12)
• 1/4 page [1-2 photos]	\$75.	\$100.
• 1/2 page [1-3 photos]	\$115.	\$140.
• Full page [1-4 photos]	\$175.	\$200.

Step-by-step instructions

1. Select ad size.
2. Provide photo(s) based on ad size.
3. Write greeting for the ad on the Order Form or attach it on a separate sheet.
4. Complete the Order Form provided.
5. Provide payment.
6. Deliver or mail all of the materials to yearbook staff by the deadline.

Photo submission guidelines

- Do not cut, glue or tape photos.
- Any color photos submitted will appear in black and white.
- Care will be taken to return photos; however, copy prints should be submitted for irreplaceable photos. The school, yearbook staff, or the yearbook company do not accept responsibility for lost or damaged photos.
- Photos will be returned if stamped, self-addressed envelope has been provided.
- Photos will be enlarged or reduced to fit the layout.
- Writing lightly in pencil, put your name, address and phone number on the back of each photo.
- If the ad has a larger photo (full page ad), lightly in pencil, indicate which is to be used as the primary photo.

Special Considerations

The yearbook staff reserves the right to reject photos or text or ask the customer to make changes to conform to the school standards.