Dear Parents and Seniors,

Congratulations on reaching this momentous stage in your (or your child’s) high school career! To help you celebrate this milestone, the yearbook staff is now accepting orders for senior ads to be placed in the back of the yearbook. These ads give you the opportunity to express your love, pride, and congratulations to the entire school. Ad space is popular and limited, and time will quickly run out, so please turn in your ad information ASAP. Please also note that there are some changes in the senior ad process for the 2015-2016 school year.

**To reserve your space, follow these guidelines:**

**Payment is due at ad request.**

**10/31/2015**

Mail all materials to **Wakefield High School,**

**2200 Wakefield Pines Dr. Raleigh, NC 27614.**

**Attn: Jason Johnson**

**or** drop off at Wakefield High School front office

in an envelope marked

**YEARBOOK/Jason Johnson**

**Don’t forget to order your yearbook!!! Log on to www.jostensyearbooks.com today!**

**Photo Submission Guidelines:**

 Do not cut, glue or tape photos.

 Poor quality photos will not reproduce well. Please remember that poor quality inkjet printouts will not reproduce well.

 Care will be taken to return photos, however, copies of prints should be submitted for irreplaceable photos. The school, yearbook staff, and yearbook adviser do not take responsibility for lost or damaged photos.

 Select vertical (tall) photos for vertical spaces and horizontal (wide) photos for horizontal spaces.

 Photos will be scanned and enlarged or reduced to fit the layout.

 If you wish to have your photos returned, you must submit a stamped pre-addressed envelope with enough postage to guarantee delivery, or pick up the pictures from the yearbook room during the month of May; otherwise photos will not be saved/returned.

 If you have any questions, email Jason Johnson at: jjohnson13@wcpss.net

**Special Considerations:**

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

 The content of the ads and copy must be appropriate for a school publication.

**IMPORTANT INFORMATION**

Completed senior ad proofs will be emailed **to the email address provided by the buyer** for approval before the ad is finalized.

There will be **NO REFUNDS**. Contact Jason Johnson at **jjohnson13@wcpss.net** with any questions.

1. Select a size.

2. Complete the order form provided COMPLETELY. We MUST have all of the requested information including the valid

e-mail address.

3. Provide photos for the ad. Please note suggestions for photo submission on the back of this sheet.

4. Type or print text in a plain font for the ad on a plain sheet of paper and enclose.

5. Provide payment.

**Instructions:**

**Senior Ad Ordering Form**

**Wakefield High School**