

# It's 2018 Senior Spotlight Time!

## How to order...

1. Complete the Order Form provided on reverse of this page taking care to select size and type.
2. Provide photos for each space in the ad. Photos should be high quality, lab prints or high resolution digital photos. Note tips for photo submission on this sheet.
3. Type text for the sentiment and attach to the Order Form. *(100-WORD LIMIT! NO EXCEPTIONS!)*
4. Provide payment. If paying with cash, please get a receipt.
5. Deliver order form, photos, and typed sentiment to the yearbook staff by Friday, Sept 22, 2017.

## PHOTO TIPS -

- \*Do not, cut, glue, or tape photos.
- \*Please do not give us irreplaceable photos. Care will be taken to return photos, but the school, staff and Josten's do not accept responsibility for lost or damaged photos. Photos will be returned in the spring with the completed yearbook.
- \*Flash drives, CDs, or email work better than physical photos.
- \*Photos will be electronically cropped, enlarged or reduced to fit the layout.
- \*Writing lightly in pencil, put student's name and phone number on the back of each photo.
- \*Label all CDs and flashdrives with permanent marker.
- \*If emailing, include student's full name in the subject line.
- \*If you believe a photo is questionable please bring a back up, and the staff can determine if the photo is appropriate or not.

*No student will be allotted more than one full page, regardless of number of spots purchased.*

## Special Considerations:

- \* Yearbook staff reserves the right to reject photos or text or ask the customer to make changes to conform to staff's standards.
- \*All photo content should conform to the Cabot Public School's Dress Code and/or handbook policies.
- \*If photos or text are not submitted in a timely manner, the yearbook staff reserves the right to finalize senior spots with missing photos and/or text in order to meet deadlines.

## Mark your calendar!

**Spots & payment must be received  
by 3:30 on Friday, Sept 22, 2017.**

**No spots or payment will be  
accepted after this date!**

Staff Email

[CabotHighSchoolYearbook@gmail.com](mailto:CabotHighSchoolYearbook@gmail.com)

Always include the student's full name in the subject line when emailing.

(501) 843-3562 ext 1153

Staff use only:

Student Last Name: \_\_\_\_\_ Size: \_\_\_\_\_ Color or BW Put on R Drive by: \_\_\_\_\_

## CHS 2018 Senior Spotlight Order Form

To purchase a senior spot, the final deadline is 9/22/17.

Please provide the following:

- Completed order form
- Photos
- Your personalized text typed
- Cash or Check payable to: CHS Yearbook

### > Customer Data

Student's Name (the way you wish it to appear in the spot) \_\_\_\_\_

Parent/Purchaser's Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_

\*E-mail Address \_\_\_\_\_

*\*Please write legibly, we will send a proof of the final senior spot to the e-mail address provided above.*

### > Advertising Data

 Check the ad size requested:

Full page	b/w - \$190 _____	Color - \$300 _____
1/2 page	b/w - \$95 _____	Color - \$150 _____
1/4 page	b/w - \$70 _____	Color - \$85 _____
1/8 page	b/w - \$30 _____	Color - \$45 _____

*\*\*This purchase does not include a yearbook. That is a different form.\*\**

### > Text/Sentiment

Please type and attach to this form the text for sentiment for the spotlight.

Limit one hundred words.

### > Payment: (Must be paid in full. No billing.)

#### >Please note:

Ads will be placed in the yearbook in alphabetical order. In the interest of fairness, no attempt will be made to place student's spotlight in a particular position in the yearbook. No exceptions to the word count. The staff reserves the right to edit photos and written content. Please contact the adviser with any questions or concerns.