Introduction

Dear Parents,

Congratulations on your son or daughter becoming a senior at Pine Forest High School! The 2019-2020 yearbook staff is now accepting orders for Senior Recognition Pages. These pages give you the opportunity to express your love, pride, and congratulations upon your child’s graduation.

**Space is limited and on a first come, first serve basis!**

We thank you for your patronage! If you have any questions, feel free to contact the school or leave a message for Mr. Weaver at (910)488-2384.

Again, congratulations, and we look forward to making your page!

Senior Ads and Yearbooks can be purchased on www.jostens.com or at the school.

Visit www.jostens.com to order. Look for Senior Recognition Ads. Yearbooks are also available online for purchase. Credit/Debit payments are available online only.

**Deadlines To Remember:**

Senior Ads available until: 11/21/19

*M Monthly Payment Option Available at school only - 50% Down Payment Required. Contact Mr. Weaver if interested.

**Instructions**

**Prices/Sizes:**

Senior Memory Pages are available in the following sizes for the prices shown:

- 1/2 page ($110.00)
- 1/4 page ($60.00)
- Full page ($175.00)
- 1/8 page ($40.00)

**Step-By-Step Instructions**

1. Select an ad size.
2. Complete Order Form provided.

3. Provide photos. Digital photos are encouraged and can be submitted on CD, memory stick or by email – kevinweaver@ccs.k12.nc.us

4. You can choose to have your ad created by an outside source or the yearbook staff. If you want the yearbook staff to do the senior ad, please continue to step 5. If not, have the creator submit the ad as a JPEG.

5. Please write your student’s name on the back of each picture, if hard copy.

6. Write text on a separate sheet of paper or email.

7. Deliver it to the High School office by December 21st, 2018. Payment may be made by check at the school or by debit or credit online at www.jostens.com.

**Photo Submission Guidelines**

- **Do not cut, glue or tape photos.**
- **No pictures with weapons or immodest clothing.**
- **Digital photos should be high resolution photos at least 5 megapixels.**
- **Internet photos should not be used, they are not good quality.**

**Reminders**

- **Space is limited.** Payment must be received by deadline or ASAP to reserve your space.
- **Write with pencil or pen** on the back of each photo your student’s name to ensure that your pictures are returned at the end of the year.
- **We cannot accept photos** with guns or other weapons or immodest clothing.
- **Please do not cut, trim, or alter** your pictures before you turn them in. We scan all pictures. If you want to crop out something or someone, attach a Post-it-Note to the back with directions. Digital photos are encouraged.
- **We encourage you to design your ad,** but need it to be saved in .jpeg format and 4 - 10 MB.
- **We do not recommend self printed** photo images on plain paper and cannot be held responsible for the quality of their reproduction if you submit a photo in this manner.
- **Message to your student.** Take into account the size of your student’s page when writing your message to your child. A large quantity of text on your page will end up being set in very small type which may not be easy to read.
- **We will correct grammar,** punctuation, and spelling errors. Therefore, if a word needs to be spelled a certain way, make sure we know it.
- **The High School yearbook staff reserves the right** to change or rearrange any ad which is not appropriate for the yearbook. This includes, but is not limited to, the exclusion of photos and text.
- **We will work with your text and pictures** to ensure the best fit.
Order Form

Please fill out and return it to Mr. Weaver along with payment, pictures, and text.

Order Information:

Parent’s Name__________________________

Student to appear on the Recognition Page

(Print) _________________________________

Phone_________________________________

Do you wish for this page to be kept secret from your child? ___Yes    ___No

Payment must be received by
deadline to reserve your space.

Payment

Make checks/money order payable to Pine Forest High School at the school.

☐ 1/2 page: $110.00
☐ Full page : $175.00
☐ 1/4 page: $60.00
☐ 1/8 page: $40.00

Due by November 21, 2019

Credit Card payments are accepted at www.jostens.com ONLY.