

SENIOR ADS FOR THE 2020-2021 TOMAHAWK YEARBOOK

To place an order for a Tomahawk yearbook senior ad, please choose a template and complete an order form. You can see all of the templates in this packet and on the school website, www.choctawindians.net, under Publications/Tomahawk Yearbook. **Keep the “early bird” deadlines in mind! Submitting your form AND payment will reserve your page.** Submit **completed** request forms, payment, and disk/photos in a manila envelope at the Attendance desk or send in with your student to Mrs. DeMers, room 1C07. Label the envelope as follows: Student name, Yearbook, Senior Ads. Checks should be made out to Choctaw/CHS. If you are submitting photos at a later date, please label the envelope the same way. **All photos MUST be submitted by Wednesday, December 16, 2020.**

- **Please submit pictures in JPEG or PDF format. We accept and encourage digital images on disk or via email to hilary.demers@okaloosaschools.com.**
- If you don't have the photos in a digital format, please be sure they are of good quality, and all must be identified on the **back** with your name or your student's name. Use an address label; write the information on the label with a Sharpie-type marker before placing it on the back of the photo. Do not use ball point pen once the label has been placed on the back of the photo. Allow the writing to dry before stacking photos.
- You will need to choose photos that “fit” the preferred template. **DO NOT CUT** your photos; we will be able to take any size photo and digitally reduce or enlarge it to fit the space. Do not submit more photos than your template allows. **Make sure you only submit the number of photos specified for the template you've chosen.**
- You may submit black and white photos.
- Original artwork may be submitted just as a photograph, but pencil drawings do not copy well.
- Do not submit photos in which subjects are wearing clothing which advertises or promotes alcohol, drugs, or tobacco products; do not submit photos in which subjects are making any hand gestures or wearing clothing with inappropriate screen prints, words, or graphics; do not submit photos of subjects wearing revealing clothing. **The Tomahawk yearbook editors, adviser, and/or administration reserve the right to reject any photo deemed inappropriate for any reason. You will be contacted for a replacement photo.**
- All written messages should include credit for any words which are not your own (quotations, poems, and song lyrics should all be credited to their authors). Please verify all quotations for accuracy; an excellent online source is **Brainyquote.com**. **Please do not submit copyrighted material.
- Please do not submit irreplaceable photos; although we do our best to store photos, we cannot guarantee their safety! Take precautions with priceless photos by having them reproduced in digital format.
- Hard copy photos will be returned to students in May if students come to room 1C07 to pick them up.
- If you want your photos to appear in a particular order, **be sure they fit in the spaces allotted**, and write the number from the template on the picture label or turn in the template with photo descriptions in corresponding boxes. **If submitted photos do not fit into the spaces selected, we will change the photos to find the best possible fit.** We will accommodate your preferences as much as possible. For the sake of consistency and identification, names of seniors featured in the ads will be placed at the top of the ad page by the yearbook staff, whether the student's name is in the ad or not.
- **Do not submit your own templates or designs.**

**Choctawhatchee High School Tomahawk Yearbook
Senior Ad Contract 2020-2021**

Parent Name(s) _____

Parent Email address _____

Phone Number(s) Home _____ Work _____ Cell _____

Senior Student's Full Name _____

Is this a surprise? YES NO (If so, we will NOT contact your student regarding any questions.)

1. Please select the ads and templates that you wish to use by checking the appropriate blanks.
****NOTE: Ad prices do not include the purchase price of a yearbook.**
2. **The final deadline for senior ads is Wednesday, December 16th;** NO orders can be accepted beyond this date. Please leave your completed order, including check, in a labeled manila envelope at the front desk or with Mrs. DeMers in room 1C07.
3. **Please read all instructions before completing the order form.** If you have any questions, please email Mrs. DeMers at hilary.demers@okaloosaschools.com – you may include your phone number and Mrs. DeMers or the ad manager will respond by email or phone.
4. Below, please print the name that is to appear on the full page ad border (no more than 25 characters):

PRICES: Circle the ad size/price that you are requesting and initial at the end of the column.

Due Dates	FULL PAGE	HALF PAGE	Quarter Page	One-eighth Page	Initial Here
October 30	\$300	\$225	\$150	\$100	
Oct 31-Nov 20	\$325	\$250	\$175	\$125	
Nov 21-Dec 16*	\$350	\$275	\$200	\$150	

*Note: No ads can be submitted after December 16,2020. Early submissions do not need the senior portrait when photos are turned in – can be turned in after early deadline. Please note Nov 25-Nov 27 are school holidays.

Templates: Please write the number of the template you are requesting (1-17): _____

Photographs: Please fill in and/or check the appropriate blanks.

_____ Number of photos submitted (Please submit the appropriate amount of pictures for the template you select.)

_____ I will submit a senior photo as soon as I receive it, but **before December 16th.**

_____ Use the same formal senior portrait that will appear in the yearbook.

(See back)

Message: Type or print the text you wish to appear in your ad at the bottom of this sheet or on a separate sheet of paper.

Special Instructions: Special instructions should be written on the template (back of letter) and included with your order; you may also include them on a separate sheet of paper.

Check to be sure the following have been submitted:

Order form	Student name as it is to appear	Price/size selection	Template
Photo info	Special instructions	Message	Payment

Special Instructions for Layouts:

Message or Text to appear in Senior Ad:

_____ **Initial here if you will NOT be including a message or text**