

2020-21 HEAVENER SENIOR AD ORDER FORM

The Heavener Yearbook staff is taking orders for 2020-21 Senior Ads. Please review the following criteria.

- **A deposit of 50% of ad price is due October 31, 2020.** With remaining balance due January 30, 2021.
- Digital images are best quality at minimum 300 dpi resolution for printed media. Pictures taken with cell phones that are low quality and appear grainy in print will not be included. Digital images must be jpg format.
- Clear photographs printed on quality photo stock paper may be submitted for scanning, but pictures printed on printer paper will not scan correctly and will not be included.
- **PHOTO QUANTITY LIMITS:** Full page ads are limited to 15 photos and one background image. Half page ads are limited to 5 photos and one background image.
- By submitting photographs, you claim ownership of copyright privileges and grant the Heavener Yearbook staff rights to include copies of submitted photos in the 2020-21 yearbook.
- Professional photographs must have proof of permission to use in the yearbook signed by the photographer.
- If your student drops out of school, his or her senior ad will not be included and **money will not be refunded.**
- If your student transfers to another school or alternative education program, the **money will not be refunded;** however, the senior ad will be included in the yearbook.
- Photos & message must be enclosed in a large labeled envelope; student's name must be written on back of each item.
- While our yearbook staff, which is made up of students, makes every effort to return all photos, yearbook staff members or any Heavener employees will not be held responsible for lost or damaged photos. It is recommended that you do NOT surrender original photo prints for the ad, but rather you should make copies for yearbook use.
- The yearbook staff reserves the right to refuse photos/messages that violate school policies or yearbook editorial policies.
- **PHOTO DEADLINE: All photos and messages must be submitted to the yearbook office by January 30, 2021**
- A member of the yearbook staff will design the ad with input from the ordering customer and/or the sponsored senior. Customers must provide reliable contact information for communication with yearbook staff.
- All senior ad designs must have final approval by March 30, 2021. NOTE: Changes to the ad will not be allowed after March 30, 2021.

Please fill in information below and return full page form with check payable to Heavener Schools.

Confirmation

By signing and submitting this order form, I confirm that I have read the conditions listed above and that I agree to those conditions.

Printed Name of Customer

Signature of Customer

Contact Information

I grant permission for yearbook staff to contact me for questions about the purchased senior ad.

Telephone Number

Email Address

Please choose one of the following options.

Please do NOT share the ad design with my senior. I want the ad design to be a surprise.

Please work with my senior to design the ad. I want my senior to see the ad and have input on the design.

Choose the desired Ad Size

Full Page (\$150)

Half Page (\$75)

Order Information (must be completed)

Name of Senior _____

Ad Choice (full or half) _____

Amount Paid Today _____

Check Number _____

Receipt Number _____

Balance Due 01/30 _____