

# Class of 2021-Senior Ad Information & Contract

**ALL Senior Ads are due no later than Tuesday, December 15, 2020**

Attached you will find the contract for the Carlsbad High School Class of '21 senior ads.

**PLEASE READ INFORMATION IN RED BELOW... IT IS VERY IMPORTANT TO FOLLOW THIS PROCEDURE!!!**

Senior ads are a special way to honor a graduating senior. Senior ads are sold by the block. There are 12 blocks per page and each block is \$30. Therefore, a full page ad will be \$360, a half page ad or 6 blocks will be \$180, 4 blocks will cost \$120 and so on.

The size of a block is approximately 2" x 2"

We recommend 1 picture per block purchased and 12-14 words per block purchased.

If you have specific questions, please feel free to email Mrs. Burke at [echoyearbook@carlsbadschools.net](mailto:echoyearbook@carlsbadschools.net) or [elizabeth.burke@carlsbadschools.net](mailto:elizabeth.burke@carlsbadschools.net)

*If you are interested in a senior ad, please **print and complete** the attached contract.*

*The process will go as follows:*

- 1. Print and complete the contract**
- 2. \*Take completed contract to CHS— on one of the two following dates:**

- Wednesday, NOVEMBER 4 from 9am—11am or 1pm—3pm
- Wednesday, NOVEMBER 18 from 9am—11am or 1pm—3pm

**\*Students/Parents will drive in off of 8th street, pull in front of the Baby Cave, drop payment of check or money order, along with this completed contract and be given a receipt. Contract will NOT be accepted without payment.**

**NO PICTURES/JUMP DRIVES OR PERSONAL ITEMS SHOULD BE DROPPED OFF AT THIS TIME. THE ONLY ITEMS ACCEPTED WILL BE THE COMPLETED/SIGNED CONTRACT AND PAYMENT FOR THE AD. (PLEASE BE SURE TO HAVE A CURRENT EMAIL, PHONE NUMBER AND CONTACT PERSON'S NAME ON THE CONTRACT!)**

- 3. Mrs. Burke, yearbook adviser, will then get contract/contact information and make contact/communicate with person placing ad as to where and how to submit pictures (ALL electronically).*

**YOU MUST HAVE THIS CONTRACT FILLED OUT AND READY TO TURN IN WHEN YOU MAKE PAYMENT!!!**

**NO ADS will be accepted without full payment and ad space will be limited this year.**

# Class of 2021-Senior Ad Contract

Please write the name of Senior as it is to appear on ad

Number of blocks requested for senior ad \_\_\_\_\_

Number of blocks \_\_\_\_\_ x \$30.00 per block = \$ \_\_\_\_\_

**ALL SENIOR ADS ARE TO BE PAID THROUGH THE MAIN OFFICE AT CARLSBAD HIGH SCHOOL!** Secretary, Ashely Chavarria, will accept payment and contact information.

Mrs. Chavarria will then communicate with yearbook adviser and provide the contact information to make arrangements to get ad copy and pictures.

**YOU MUST HAVE THIS CONTRACT FILLED OUT AND READY TO TURN IN WHEN YOU MAKE PAYMENT!!!**

## Options: Choose one!

NO ADS will be accepted without full payment and ad space will be limited this year.

Ad will be made by someone other than the Echo staff, submitted by the December 15, 2020 deadline, and will be submitted in a JPEG format

(**No** Word, Publisher, PSD or PDF file formats will be accepted)

The Echo yearbook staff will design my senior's ad and be published upon parental approval.

## Parent/Guardian Contact Information

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Secondary Phone \_\_\_\_\_ Best time to call \_\_\_\_\_

I agree to abide by the enclosed contract. I understand that payment for the ad is due upon submission of this contract.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

My Senior knows about this ad

My Senior DOES NOT know about this ad

Please list ANY special requests such as colors, styles, etc. that you would like for your seniors ad on the "requests" section on the bottom of page 4 of this contract.

**For Echo YB staff use only:**

Date material received \_\_\_\_\_ Initials \_\_\_\_\_

List pictures of pictures here:

Person(s) working on ad:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Completed: Date \_\_\_\_\_ By whom: \_\_\_\_\_

Color proof printed: Date \_\_\_\_\_ By whom: \_\_\_\_\_

Parent called: Date \_\_\_\_\_ Time \_\_\_\_\_

Response \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Response \_\_\_\_\_

Appointment for Ad proofing Date \_\_\_\_\_ Time \_\_\_\_\_

Reminder: Y N Method \_\_\_\_\_ By whom \_\_\_\_\_

Ad approval - Circle One Ok—No changes Ok—with changes \* List changes

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

