

Senior Ad Information

The Wildcat



Richmond Hill High School
1 Wildcat Dr. Richmond Hill, GA 31324
912-459-5151

The Wildcat Yearbook Staff at Richmond Hill High School is now accepting orders for Senior Ads for the 2016-2017 edition of "The Wildcat." It's time to dig through those embarrassing baby pictures and reminisce in wonderful memories! Choose the photos you want and start working on your message of congratulations, pride and love.

Sharing your pride is easy! Just follow these steps:

1. Decide which size ad and which design you want.
2. Collect the photos you want to use and compose the message to fit the ad space.
3. Read all instructions for ad submission.
4. Option A: Order your ad online by clicking on the Yearbook Order link on the RHHS home page. Submit photos and a message by either emailing to richmondhillyearbook@gmail.com or delivering items to the school.

Option B: Complete the Ad Order Form; mail it, email it, send it with your senior, or hand deliver it with payment, photos and your message.

Disclaimer: The deadline for receipt of completed ad materials is Monday, November 7th, but the Wildcat staff cannot guarantee that space will be available until that date. Ads will be accepted in the order in which they are received.

Instructions for Ad Submission

1. Select the ad size you wish to purchase; then, using the sample layouts, choose the design number within that size that you would like used for your student's ad in the yearbook.
2. Changes may be made to these designs, according to your explicit instructions. Not all suggestions are possible, but the designer will do his or her best to accommodate.

Photos:

1. Each ad contains a number of photos; supply enough pictures to fill the photo blocks in the ad you chose. If you include extra pictures, our staff will include as many as possible, but the sizes will be smaller. Pictures may be emailed to richmondhillyearbook@gmail.com or originals may be sent with this form.
2. Decide which picture you want in which photo block in the design. Vertical photo blocks require "up and down" images and horizontal photo blocks require "left to right" images.
3. Using a pencil, write softly on the back of the picture the photo block number in which you want the picture to appear. If you do not number the photos, our staff will place the photos attractively.
4. If you want to submit original photos for us to scan, please include a self-addressed, stamped envelope for us to return them in. Or, we can send photos home with your senior after they have been scanned.
5. We cannot use photos which have been cut, glued or taped to paper.
6. Please DO NOT submit collages. They do not reproduce well and we cannot be responsible for the image quality problems that may arise.

Text:

1. The words you want to include in your ad is called the "copy." Please neatly print your copy legibly on the ad order form, or you may type it in an email to the Yearbook Email. Please let us know if you decide to email your copy to us. If done so, please let the subject of the email contain your child's first and last name and the word "copy" after.
2. We will choose a font/typface for the copy when we design your ad. We will correct grammar, punctuation and spelling errors unless otherwise instructed.
3. Take into account the size of your ad when writing your message to your student. A large quantity of text in any ad will end up being set in small type which may not be easy to read.

- Approximate dimensions: 8 1/2" wide x 11" high
- Refer to the number below each design to identify which layout you wish to use

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- Approximate dimensions: 8 1/2" wide x 5" high
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- Approximate dimensions: 4" wide x 5" high
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- Approximate dimensions: 4" wide x 2 1/2" high
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Ad Order Form

Please complete and return this Ad Contract (or a copy of it) with the payment, photos and text.

Parent/Purchaser's Name:

Student's Name:

Address:

Daytime Phone:

E-mail Address.

Has this ad been paid for
online? _____

Student's Favorite Color:

Types of Ads/Size:

Full Page: \$350.00 Design Number: (Circle One) F-1 F-2 F-3 F-4	Quarter Page: \$110.00 Design Number: (Circle One) Q-1 Q-2 Q-3 Q-4 Q-5 Q-6
Half Page: \$210.00 Design Number: (Circle One) H-1 H-2 H-3 H-4	Eighth Page: \$50.00 Design Number: (Circle One) E-1 E-2 E-3 E-4 E-5 E-6

Payment: (Circle One) Cash Included Check Included Check Number: _____ Money Order Included Amount Enclosed: _____ Please make checks and money orders payable to Richmond Hill High School	Photos: Instructions, Requests, Comments _____ _____ _____ _____ _____
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Copy/Text: (If more space is needed, please send in an email.) _____ _____ _____ _____ _____ _____ _____
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I agree to the terms/guidelines stated in the contract:

Date: _____