

Dear Class of 2021 Parents:

Believe it or not, it is time to start thinking about senior portraits, senior congratulatory ads and yearbook sales for your senior.

**Senior Portraits:** Please refer to the informational flyer from Child Champ Photography explaining the process for getting the formal pictures taken for the senior section of the yearbook. **To be included in this section, your student must get his/her portrait taken at Child Champ Photography over the summer.** They offer a variety of extended packages in addition to the basic photo needed for the yearbook. **PLEASE DO NOT WAIT UNTIL SEPTEMBER TO GET YOUR SENIOR PORTRAIT TAKEN. . .we really need senior portraits taken over the summer, if at all possible.**

**Senior Congratulatory Ads:** Please refer to the contract for the senior ads, as well as a flyer answering commonly asked questions about the ads. These ads appear in the back section of the yearbook and are a great way to congratulate your son/daughter on his/her accomplishments. Please read the contract carefully. Some important things to remember:

\*One contract per ad. . .you may contact one of the editors listed at the bottom of the contract for extra copies if you need more than one contract, or you may make extra copies for yourself (save an additional copy for your records), but please submit a separate contract for EACH AD.

\* PHOTOS MUST BE SUBMITTED ON a FLASHDRIVE. Flashdrives can be returned at the end of the school year as requested, as long as they are clearly labeled (on the drive itself or in a labeled envelope or zip-loc that is securely attached to the contract). If you are submitting more than one ad, you can put photos for all the ads on the same flashdrive, but please make separate folders for each and clearly label each ad with name and size of ad (for example: “Sam Jones, full” and “Sam Jones w/brother, 3 unit”).

\***ADS ARE DUE SEPTEMBER 10 by 3:30 pm.** This is the FOURTH WEEK OF SCHOOL, a few days after Labor Day. Contract, payment, flashdrive and text for the ad (attached to contract on separate sheet of paper) are all due by September 10 and must all be turned in together. **PAYMENT ALONE WILL NOT HOLD A PLACE IN THE AD SECTION.** We are on a very tight deadline for getting ads finished, so please do not request an extension for getting your ad submitted. Space is limited, so please submit your ad as early as possible.

\***PAYMENT for ADS:** You can pay for your senior ad with a check made to MHS, or cash or money order OR you can pay on [www.balfour.com](http://www.balfour.com) with a credit card. This is a convenient way for you to pay for both the yearbook and a senior ad at the same time. Simply log on to [www.balfour.com](http://www.balfour.com) and search for “Memorial High School Houston” and you will see the ad size options available for purchase. You will receive a confirmation number for your purchase. **PLEASE MAKE SURE YOU LIST THIS NUMBER ON YOUR AD CONTRACT.** Ad contracts turned in that specify online payment that do not have a confirmation number will not be processed/accepted. Also, please remember that simply paying online does not hold your ad space – you still need to turn in a contract and flashdrive by Sept. 10.

\*We will send you a PDF of your completed ad in September or October at the email listed on the contract. Please be on the lookout for that email. If you have not received an email from us by October 23. please contact the staff member who sold you the ad or contact Ms. Hartman at [holly.hartman@springbranchisd.com](mailto:holly.hartman@springbranchisd.com)

\*We will be happy to design your ad, but if you are having your ad designed elsewhere, **please use the following dimensions and have them sent to us as a JPEG files**

	HEIGHT	WIDTH
1 unit	2.8 inches	2.4 inches
2 unit	2.8 inches	5.25 inches
3 unit	2.8 inches	8 inches
6 unit	6.4 inches	8 inches
Full page	10 inches	8 inches

Thank you,  
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