

PLEASE KEEP IN MIND...

SENIOR MESSAGE COPY:

• TYPED MESSAGES ONLY! (Sending hand-written messages results in a higher risk of errors.) Please print out and send with your hard copy photos, or send your message to our email address:

gbsyearbook-seniormessages@glenbrook225.org

PHOTOS:

- If you plan to include your senior portraits but do not yet have them, please indicate on order form and send ASAP (do not send proofs!).
- You may send either hard copies of your photos or digital image files. If you send digital image files, please adhere closely to the following: scanned or digital image files must be submitted at **300 dpi** (or higher) resolution as a jpg or tiff in at least a **4x6 inch format** and saved onto a flash drive or emailed to: **gbsyearbook-seniormessages@glenbrook225.org**
- **Send hard copy photographs on high quality photo paper only!**
- Photos can be cropped, reduced, or enlarged by the staff to fit desired space. If you would like something cropped out of a photo, please make note of it on the order form—do not cut the photo itself.
- **If you would like your photos returned, please provide a self-addressed, stamped envelope with your order.** Please make sure that all photos fit in the self-addressed envelope and that the postage amount is appropriate. **If you do not, your photos will not be returned.** We make every effort to ensure each photo's safety, but we cannot be responsible for lost or damaged photos. **Please do not send photos that cannot be replaced.**

OTHER:

- Do not submit copyrighted material (text or photos).
- We reserve the right to edit message (text and photos) for content appropriate for a school publication. We ask that you do not submit photos of unclothed children.
- **Please keep in mind that this is a student publication. Students are the primary editors and designers. If you cannot run the increased risk of errors that this reality produces, the yearbook is not the best place for your message.**

Checks should be made payable to the Etruscan. If you have any questions, please contact Brenda Field, the yearbook adviser, at (847)-486-4509 or email the staff at gbsyearbook-seniormessages@glenbrook225.org.

SUBMISSION CHECKLIST:

- typed message** (length corresponds with size of space purchased; printed out or included in email submission)
- hard copy and/or digital **photos** (number corresponds with size of space purchased; digital images follow formatting guidelines listed above)
- order form** (see next page)
- payment** (check payable to Etruscan or credit card payment in bookstore or through eFunds; include patron order payment if purchasing a patron entry as well)
- self-addressed, stamped envelope** (for return of hard copy photos, if applicable)

*digital submissions can be sent to gbsyearbook-seniormessages@glenbrook225.org

GBS SENIOR MESSAGE/PATRON ORDER FORM

Please email or send a copy of this order form with your submission materials.

Emailed orders are not considered received until payment has been made and order form has been received.

Senior Message Order

Senior's Last Name (as it is to be listed): _____

Senior's First Name: _____ Student ID Number: _____

Size of space (Please CIRCLE): 1/8: \$60 1/4: \$115 1/2: \$230

****NEW!!** ____ I would like to purchase a digital **PROOF** of my child's senior message to check for correction before the book is published. I have included an **additional \$10** in my payment.

Enclosed is my **CHECK** in the amount of \$_____. Please make checks payable to The Etruscan. (If requesting both a patron listing and a senior message, payments may be combined in a single check).

I paid \$_____ with **CREDIT CARD** in the bookstore/online (please CIRCLE one).

(Note: Paying with credit card does not reserve a spot unless all materials are also turned in.)

Parent/ guardian's name: _____

Contact number: _____

Email address: _____

Total number of photos to be included in Senior Message: _____

of photos: hard copy: _____ emailed: _____ on flash drive: _____

(Planning on sending in a senior portrait? Please include in the total number of photos.)

_____ I would like my photos returned. I have enclosed an appropriately-sized, self-addressed, stamped envelope with correct postage. Photos will be returned in June after the book is distributed. Photos will not be returned if postage is not appropriate or if envelope for return is too small.

_____ I do not need my photos returned.

Patron Page Order

Platinum:\$65 Gold:\$40 Silver:\$20

Enclosed is my check in the amount of \$ _____.

Please make checks payable to the Etruscan.

Name of parent/guardian as it is to be listed (please print):

Name of son(s) or daughter(s) as it/they are to be listed (please print):

Hard copy submissions can be mailed or hand delivered to the following address:

**The Etruscan/Brenda Field
Glenbrook South High School**

4000 West Lake Avenue Glenview, IL 60026

Email orders to gbsyearbook-seniormessages@glenbrook225.org

ALL ORDERS MUST BE RECEIVED BY FRIDAY, OCTOBER 15.