

Dear Senior Class of 2023 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:** Enclosed, please find an informational pamphlet 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 SENIOR PORTRAITS TAKEN...we really need senior portraits taken over the summer.

**Senior Congratulatory Ads:** Enclosed, please find a copy of the contract for the senior ads, as well as a flyer explaining some details about the ads and some sample 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 copy the white portion yourself and return that to us (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 8 by 3:30 pm.** This is the third 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 or saved on the flashdrive with pictures) are all due by September 8 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 at <https://www.jostens.com/apps/store/customer/1079181/Memorial-High-School/> with a credit card beginning in mid July. 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 paying online does not hold your ad space – you still need to turn in a contract, ad text and flashdrive by Sept. 8.

\* A yearbook staff member will send you a proof of your ad to the email listed on the contract. Please make sure you include an email address that you check regularly. Once you receive the proof of your ad, please respond as quickly as possible with an approval or a request for any changes. If you have not received a proof of your ad by early November, please contact the yearbook staffer who sold you the ad or [senioradsmhs@gmail.com](mailto:senioradsmhs@gmail.com) or [holly.hartman@springbranchisd.com](mailto:holly.hartman@springbranchisd.com) so we can send you an ad proof. **Any ads that are not approved by the end of November or are approved with an error will be printed as is and will not be eligible for changes or refunds in the case of errors.**

\*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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