

SENIOR CLASS: This is the time of year when many seniors plan and take their senior pictures. Below is important information regarding yearbook requirements and deadlines for seniors. Please share this information with your photographer(s).

There are two important dates to remember:

- **August 1st** – all things related to yearbook become available online (photo submissions, orders, etc.)
- **December 1st** –all senior-specific submissions are DUE (photos, senior surveys, senior ads, etc.)

Submitting senior photos, ordering yearbooks, and creating ads can all be accessed on the DPHS homepage under **Student>Yearbook Orders**. A direct link to the Herff Jones site can also be found at www.yearbookordercenter.com . Enter code **14802**. Select options in the upper right corner.

Order your yearbook online at www.yearbookordercenter.com starting August 1st.

SENIOR PHOTOS

Due: **DECEMBER 1st**

Specifications:

- 2" wide x 3" tall (vertical/portrait layout; taller than wide) - - - - - >
- 300 ppi high-resolution JPEG
- Close-Up Preferred

Photos having excess background, negative space, or incorrect layout may need to be cropped at the yearbook's discretion to ensure seniors are visible and fit page layouts.



Correct Layout



Incorrect Layout -
Your image will need to be cropped or a new image will need to be chosen.

Upload photo(s) to the yearbook site between August 1st- December 1st.

The HERFF JONES website (www.yearbookordercenter.com) will walk you through the steps to upload your picture(s) or click [HERE](#) for more detailed instructions.

*A Google Doc will be shared with students' school email addresses in late fall to check the status of their senior picture submissions.

SENIOR ADS (optional)

Due: **DECEMBER 1st**

Send your favorite senior(s) a special note or congratulations message in the yearbook!!

Design a Senior Ad to be featured in the yearbook for \$30. Ads are 2.5"x 3.5" and in full color. They can be any combination of photo(s) and text. This is a great opportunity to show off a favorite photo, baby picture or group of long-time friends. Money collected through sales help yearbook staff produce quality yearbooks near or below production costs year after year. Win-win! Don't delay.

Space is Limited!



Go to www.yearbookordercenter.com and select **Yearbook Ads>Buy a Yearbook Ad to create and pay for your Senior Ad starting August 1st!**

Note: Ads or photos deemed inappropriate or questionable (content, wording, or images) will not be published.

Business Ads

Do you own a business or know someone who does? Please share with them this opportunity to advertise AND support our school yearbook program. We sell over 850 yearbooks each year. Businesses can reach out the many students, parents, and community members that flip through our yearbooks over and over again. See below for advertising options. Businesses may choose to create an advertisement or Grad Gram message. **Space is limited.**

Contact Jennifer Beyers at jbeyers@depere.k12.wi.us for more information, questions, or assistance in completing your ad. See sample ad below.

Submissions accepted August 1st – January 10th
 Submit photos, Grad Grams and ads early!
Space is limited.

Thank you for supporting DPHS!

Sincerely,

Jennifer Beyers
 Yearbook Adviser
 De Pere High School



Type of Ad	Cost	How
1/8 Page Senior or Business Ad <i>2.5" x 3.5" business card size</i>	\$30.00	Go to www.yearbookordercenter.com starting August 1 st to create and pay for your business or recognition ad!
Yearbook Name Sponsor <i>Business name will appear in a list of sponsors</i>	\$10.00	Fill out form below. Send form and check to: JEN BEYERS c/o De Pere High School 1700 Chicago St De Pere, WI 54115

YEARBOOK SPONSOR CONTRACT:

Yearbook Staff Use Only
 Date _____ Check # _____
 Amount _____ Staff Initials _____

Business Name - as it should appear (please print)

Contact Name

Address

Email address

City State Zip

Phone Number

Make checks payable to DE PERE HIGH SCHOOL. Receipts will be emailed to the above email address.