

# Wootton High School Yearbook Ad Order Form

**Ads are Due Friday, October 2**

Name of Person Paying for Ad: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name and student ID# of ALL students in ad: \_\_\_\_\_

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Ad Size	Full Page	½ Page	¼ Page	1/8 Page
Price	\$300	\$175	\$100	\$60

**Step 1:** Circle in the chart above what size ad you are purchasing. Please fill out a separate order form for EACH ad you are purchasing.

**Step 2:** Write a check for the full amount payable to TS Wootton HS. All ads may be paid for with one check.

**Step 3:** Attach a page to this order form with the text you would like included. Please type the text or write it VERY legibly. Please indicate the purchaser and student name on the text so that if it gets misplaced, we can return it to the correct ad.

**Step 4:** Photos can be submitted THREE ways: Either upload all photos, or attach an envelope with photos inside for us to scan, or include a CD with the images on it (please make sure all images are in the .jpg format).

- a. Uploaded photos: go to [www.hjeshare.com](http://www.hjeshare.com). The school code is **3056936**. We strongly suggest you print out copies of the photos on plain paper and attach them to this order form, or describe the images in detail and attach the description, so that we can match the correct uploaded image to your ad. We have hundreds of photos uploaded and it gets confusing for us.
- b. Scanned images: Include a self-addressed, stamped envelope so that we can return all prints.
- c. Indicate how many photos are in the ad here \_\_\_\_\_.

**Step 5:** If you would like to sketch out how you would like the ad to look, or provide any other instructions (cropping of photos, colors, fonts) please attach that information to this order form as well.

**Step 6:** Put this order form, payment, and all other materials in an envelope with the words “Yearbook Ad Order Form – Evva Starr” in Evva Starr’s mailbox or in the Yearbook mailbox in the main office.