

# Yearbook Senior Ad Order

Place a personal ad to honor a graduating senior in the 2010 *Leaves* Yearbook.

**All ads and payments are due OCTOBER 28.**

Ads submitted after that time are not guaranteed placement.

## Mail or bring to the main office:

1. a medium/large envelope w/ clasp
2. the completed form (on the back)
3. photos (or CD of photos)
4. typed message (on paper and/or CD)
5. payment: check or money order made out to Sherwood High School

## Mail to:

Ms. Lori Leonard  
 Yearbook Adviser  
 Sherwood High School  
 300 Olney-Sandy Spring Road  
 Sandy Spring, MD 20860

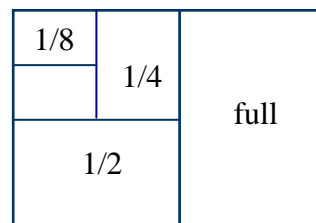
**Layouts** will be created by yearbook staff members in a manner that is congruent with the overall theme and style of the yearbook. However, you may make an appointment to attend one of the preview sessions, specific dates will be made available in the fall but please indicate your preference for a general day and time. If you do not preview your ad and there are inadvertent mistakes, the staff is apologetic but not responsible.

**Photos** do not have to be sized as they are scanned, adjusted, and placed digitally. We do accept digital images on disk only, do not try to email them. Please submit quality photos. We cannot make a bad photo good! Do **not** submit Polaroids, composite images, photos cut into shapes, collages, xeroxed copies or color photos printed on regular paper (they are not high enough quality). Photos may be returned when the book is delivered in May however we cannot guarantee all photos will be returned, some could be unintentionally lost during production. Please do not send photos that are irreplaceable, go to Ritz Camera or elsewhere and get a high quality copy made! **Write the name of the senior on the back of each photo in black ink (do not write heavy or use other colors).** One photo may be made more dominant than the others depending on layout, if you have a preference for the dominant, please indicate so by writing DOMINANT on the back of the photo in black ink.

**Messages** should be typed on a separate page and if possible be submitted already typed on a CD (that way the staff cannot accidentally type your message incorrectly). We can not accept copyrighted material such as poems or song lyrics with extant copyrights. If you use the lyrics from a song or a poem, please indicate the original artist. We will not accept coded messages or abbreviations of any type.

**Pricing** is based on printing costs for the pages. Groups of friends or other organized groups such as sports teams and clubs are welcome and encouraged to combine funds and purchase larger ads.

<u>Size</u>	<u>Max # of Photos</u>	<u>Max Word Count</u>	<u>Price</u>
1/8	one	40	\$60
1/4	three	60	\$110
1/2	six	90	\$200
full	up to 10	120	\$375



Inclusion of salutations in the 2010 yearbook is not guaranteed. We have limited space which fills quickly.

Please understand that it is the yearbook staff's intention to produce a book that will bring enjoyment and pleasure to our readers for many years to come. The staff will work hard to create your salutation to your specifications, but ***we reserve the right to edit or reject any salutation or photo that we deem to be inappropriate or lacking in the standards and/or quality that we strive to maintain for our publication.*** Realize however that we are a student publication, we can not refund for any unintentional errors.

# Sherwood Class of '10

## Senior Salutation Ad Submission Form

Fill out this form completely and include in a medium to large envelope with a clasp along with your photos, message, and payment.

**Incomplete submissions will not be processed and risk exclusion.**

Full Name of Senior (or all names if a group)	
Purchaser's Name	Purchaser's Relationship to Senior
Phone Number (to contact you with questions)	
Email Address (to contact you with questions)	
Message Included YES      NO	Is the page a secret? YES      NO
How you want message to be signed (e.g. Love always, Mom and Dad) (type this in message)	
Number of Photos Included	Check Amount
Size Desired (please circle)    1/8    1/4    1/2    Full <b>Page</b>	
Any Special Instructions:	

**Feel free to photocopy this flyer if you wish to purchase more than one ad.**

**A form should be with every ad. Questions? Email [Lori Leonard@mcpsmd.org](mailto:Lori_Leonard@mcpsmd.org) or call (301) 924-3255.**

<p>I authorize the Sherwood High School yearbook staff to reproduce the included photos of (senior's name) _____ in a salutation for the 2010 yearbook. I understand that it may not be possible to have the submitted photos returned to me. I also understand that the yearbook staff reserves the right to edit or reject any salutation determined to be inappropriate or lacking in the standards and quality which the staff strives to maintain for the yearbook publication. I waive the right to ask for a refund because I realize any student publication may have accidental errors.</p>	
<p>_____</p> <p>Submitter's signature</p>	<p>_____</p> <p>Date</p>

Circle first preference for preview appointment option:

Tuesdays 2:30-4:00    Wednesdays 6:00-7:30    Thursdays 2:30-4:00    Thursdays 6:00-7:30

<b>FOR YEARBOOK STAFF USE ONLY</b>	Date Received:	Date Completed:
Assigned to:	Deadline #:	Assigned #      Page #:
Proofed by:	Message ____ # of pics ____	Appt time:

