

Yearbook

WARD MELVILLE HIGH SCHOOL

YEARBOOK ADVISER
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BUSINESS MANAGER
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Dear Parents/Guardians & Students,

One of the main purposes of a yearbook is to tell the story of the year. Yearbook staffs across the country work extremely hard to capture that story in words and pictures and create a design that turns their book into a true journalistic work of art. Our goal is for all students at Ward Melville to be able to purchase a book each year—not just their senior year. In an effort to make our yearbook more affordable for the entire student body and to be able to tell the complete story of the school year, we have designed a new pricing plan for our yearbook. On the following page is a list of available package options for your consideration. Remember, a book is the only technology guaranteed to open in 50 years. Please be aware that most of these special rates are only available until **DECEMBER 1, 2011**.

IMPORTANT DATES TO REMEMBER:

October 14, 2011: Senior portrait pose choice due. All senior poses **MUST** be chosen by **OCTOBER 14**, or a default photo will be selected. Please visit our web site, www.WMHSyearbook.com for more information. Students must select a vertical photo with the drape or tux with the light blue background. Students may contact Mrs. Weisman in rm 111 or cweisman@3villagecsd.org if you have any problems with the selection process.

October 28, 2011: Underclass portrait make-ups. Students can have their photo retaken during their free period or taken for the first time.

November 15, 2011: Yearbook ad deadline. Visit our web site, www.WMHSyearbook.com for more information. Please contact Mrs. Trettner jtrettne@3villagecsd.org or 631-730-4399.

January 10, 2012: Yearbook nameplate orders due.

Questions or Concerns? Contact Mrs. Weisman for portrait and basic yearbook information at 631-730-4383 or cweisman@3villagecsd.org and Mrs. Trettner for yearbook sales and ad sales information at 631-730-4399 or jtrettne@3villagecsd.org.

2011-2012 INVICTUS RECOGNITION AD ORDER FORM

HOW TO PLACE AN AD IN OUR COLOR 300+ PAGE YEARBOOK

Looking for a creative way to tell your graduate, "I love you and I'm proud of you"? Purchase a dedication page in the yearbook! Whether your son or daughter is a senior or underclassmen, a recognition ad is always a great idea. In the future, seeing your message will bring a smile as they remember your love and support during these important years. We will keep your ad a secret until the yearbook is distributed. Students can also take out a dedication page to remember their special group of friends. Business advertisements are also gladly accepted.

Payment and ad materials must be received by NOVEMBER 14, 2011

HOW TO CREATE YOUR AD:

Choose the photos and design the message you want included in your ad. You can send us your ad already laid out, or a sketch of your ad and materials and we will do the layout. Unfortunately materials/photos cannot be returned. You may also design your own ad and send it as a PDF. We will try to follow your instructions as closely as possible, however, our editorial decisions are final and font choices are not guaranteed to be the same. Also, please be aware that the student's first and last name will be added to all ad layouts.

HOW TO SUBMIT YOUR AD:

All materials **MUST** be placed in Mrs. Trettner's mailbox or sent to: Mrs. Jennifer Trettner, WMHS Yearbook, 380 Old Town Road, Setauket, NY 11733. **EVERY ORDER MUST HAVE AN ORDER FORM ATTACHED.** Materials sent through email will **NOT** be accepted. Checks can be made out to TVCSD, with "yearbook" in the memo line—If you are purchasing a yearbook at the same time, please write out separate checks. Please include a self-addressed stamped envelope so we may send a receipt to you—this will serve as your confirmation that we received your ad.

Please do not submit photocopied photos, they will **NOT** reproduce well. We can accept both original photos and digital photos. Digital photos sent on a CD are encouraged and should be submitted in high resolution as .jpg or .tiff formats (minimum resolution should be 300 dpi). Any writing should be typed out in a word document (.doc). Ads can also be submitted as a .pdf. If you are submitting a pre-designed digital ad, please submit a hard copy as well. Unfortunately materials cannot be returned. Copyrighted material (ex: sports logo, song lyrics, etc) cannot be accepted and will be rejected.

LATE ADS

Any ads received after the November 14 deadline will be charged a late fee of \$15. After two weeks, ads cannot be guaranteed to be placed in the book.

QUESTIONS? Contact our Yearbook Business Manager, Mrs. Trettner: jtrettne@3villagecsd.org. For more information, you may also visit our web site, www.WMHSyearbook.com

Ad Type	Approximate Ad Size (w x h)	Full-Color Price
Full Page	8.3" x 10.8"	\$275
Half Page	8.3" x 5.3"	\$150
Quarter Page	4" x 5.3"	\$100
Eighth Page (business card size)	4" x 2.5"	\$60
Sixteenth Page (text only)	4" x 1.2" or 2" x 2.5"	\$25
Yearbook Patron	(see explanation to the right)	\$10

BECOME A YEARBOOK PATRON!

New for 2011-2012, we are now offering an option for businesses and families to become a yearbook patron. For \$10 we will list your business or family name on a specially designed ad.

STUDENT/BUSINESS NAME _____
(Name you would like to appear on ad)

CONTACT NAME & PHONE NUMBER _____

CONTACT E-MAIL ADDRESS _____

AD TYPE/SIZE _____ # PHOTOS SUBMITTED _____

SPECIAL INSTRUCTIONS: