

Senior Dedication Instructions:

Please Read These Instructions BEFORE Sending In Your Page:

Thank you for your interest and support! Your purchase of a page for your Central senior supports our yearbook and publications program in addition to providing a gift that will be remembered for years to come. Please read review the following instructions and fill out the Dedication Order Form that follows.

Payments:

Payment must be received by Friday, January 20th and can be purchased online at East. Alternative payments may be mailed or hand delivered to the finance office at the campus your student is primarily attending. If you miss this deadline call to see if pages are available, but there is no guarantee.

Your Photos:

All photos must be clear and well-lit. Digital photos must be submitted as "native files" (straight off the camera with no changes made) on disc or flash drive. Original hard-copy photos may also be submitted and picked up the month of May by students or parents (we will not take responsibility for lost photos, but we have never misplaced one so far). There is a maximum number of photos we will accept for each page unless you make a "special request" with the yearbook advisor. Maximum photos per ad: Full Page - 30, 1/2 Page - 19, 1/4 Page - 8, 1/8 Page - 1. Please consider the space you're working with: the more photos you submit the smaller they will appear on the page. More is not always better.

Your Message:

Your message should be written as you wish it to appear. Please check for spelling errors on words or names.

Your Layout:

We are committed to building an attractive, accurate page for you. For more specific requests regarding color, photo arrangement, graphics or backgrounds, please contact the yearbook advisor to make a "special request".

Materials Submission:

Please fill out the page request form following this instruction page and submit photographs and digital photos in this envelope marked Yearbook Dedication Page - c/o Shana Kaspian.

Special Requests:

Special requests must be submitted directly to the East Yearbook Advisor, Shana Kaspian. This would include layout, graphics, or background requests. It may also include proofs (copy of the finished ad submitted to you for review and revision), consultation (meeting with advisor to plan or revise page) or a request to include more photos than the maximum allowed. Special requests may come with additional charges depending on the difficulty or time involved to accommodate each request. We will also take requests for "surprise pages" and do our best to keep the page confidential, but again, no guarantees. Students may talk.

Building your own ad: please contact advisor immediately if you plan to build your own ad.