

HAUBERK 2021-2022 senior ad contract

ORDER FORM DEADLINE:

FRIDAY, SEPTEMBER 3RD

*Please write legibly

NAME OF STUDENT/ORGANIZATION:

NAME OF PARENT/PERSON TO CONTACT:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

*Please mark either full color or black and white for the enclosed ad, then mark the corresponding size of the ad.

AD SIZE PRICING: please select **one** option

COLOR:

1/4 PAGE AD *3 PICTURES MAX \$135	1/2 PAGE AD *5 PICTURES MAX \$225	FULL PAGE AD *8 PICTURES MAX \$370
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BLACK & WHITE:

1/4 PAGE AD *3 PICTURES MAX \$95	1/2 PAGE AD *5 PICTURES MAX \$160	FULL PAGE AD *8 PICTURES MAX \$240
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AD PRICES AFTER SEPT. 3RD - *25% LATE FEE

1/4 PAGE: FULL COLOR: \$168.75 B&W: \$118.75

1/2 PAGE: FULL COLOR: \$281.25 B&W: \$200.00

FULL PAGE: FULL COLOR: \$462.5 B&W: \$300.00

**NO ADS WILL BE ACCEPTED AFTER
SEPT. 17TH**

If you have any questions please email
us at
smehauberseniorad@gmail.com
or call:
(913)-544-4538 (EMILY ATTEBERY)

PLACE AN AD IN THE 2021-22 HAUBERK:

1. Hand in the ad to the front office of the school. There will be a bin to place the ad in. Once your senior turns in their ad, they will need to sign their name on the clipboard next to the bin.
2. We will not accept emailed contracts.
3. We encourage that all ads are complete when turned in. This means a complete ad form, all pictures, all text and money.
4. If you are purchasing more than one ad, please pick up another contract in the main office. Do not submit more than one ad per contract.
5. Checks are made out to SM East Hauberk

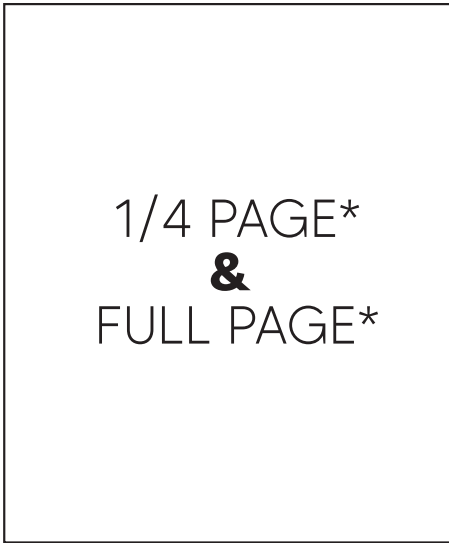
KNOW THAT:

- Staff members design the ads if there is not a design sent in.
- Photos can be enlarged or reduced.
- We encourage you to send a duplicate, or a good copy of your photo. Photocopied pictures do not turn out well when scanned into the computer.
- Avoid lots of text, collages, facebook photos, low resolution photos or photomontages.
- Do not turn in photos or ads on CDs or disks
- When choosing photos for your child's ad, please respect school policies.
- Photos and designs sent to us should be sent as a JPEG or PDF in at least 300 dpi.
- Pictures will be handed back on distribution day at the end of the year.

CREATE YOUR AD

STAFF CREATED: _____ PRE-DESIGNED: _____ NUMBER OF PHOTOS: _____
MESSAGE (SHORT & LEGIBLE) _____

*If creating an optional design, please keep the design proportional



1/4 PAGE*
&
FULL PAGE*

AD SIZES (IN INCHES):

1/4 page: 3 in. and
14/16 wide by 4 and
13/16 in. tall

1/2 page: 8 in. wide by
4 and 13/16 in. tall

Full page: 8 in. wide
by 10 in. tall



HALF PAGE*

*(NOT TO SCALE)

HOW TO BUY AN AD ONLINE

1. go to **yearbookforever.com** on your web browser
2. type in
Shawnee Mission East
3. Fill out their form
4. You can upload your photos to the website making it an easier process

PLEASE NOTE: IF YOUR CHILD HAS SCHEDULED SENIOR PHOTOS TO BE TAKEN AFTER THE DEADLINE PLEASE CONTACT US WITH NOTICE.

WHAT TO EXPECT AFTER SENDING IN YOUR AD

- If contract, payment, and photos don't come in at the same time there's an increase of issues with the ad.
- Check the database: A database will be created containing all the ads and should be completed by mid/end-October. It will be posted in a newsletter on the district website. If you don't see your name, contact either of the numbers listed or Mr. Tate immediately.
- This year we will be emailing the ads to be proofed. Please email us back to approve the ad or email us with the changes you would like to make.
- Remember because of the short time we can only allow for the ad to be seen once before the final printing. You will only have 5 school days to check the ad. WE WILL ONLY USE THE EMAIL LISTED ON THE AD SHEET TO CONTACT YOU.
- Keep in mind we that we design ads alphabetically, so if your last name is towards the end of the alphabet, your ad will be proofed later than others.
- Pick up the pictures: Your student should receive a folder with their pictures on yearbook distribution day (end of the school year). If they don't receive theirs, you can pick up the photos in room 413 B.