

SENIOR DEDICATIONS 2012-2013

1 December 2012: Final DEADLINE

Include this Order Form with your CD/thumb drive

Please Print Clearly

Name to appear on dedication: _____

Featured image (Please describe or identify) _____

Name of person responsible for billing: _____

Address: _____ Phone: _____

E-Mail: _____

(This address will be used for Confirmation of Receipt and a PDF of the Dedication for approval finished.)

Circle the size/price of your dedication:

Full-page ad (\$275) 1/2 page ad (\$150) 1/4 page color ad (\$100)

We only have a limited number of pages, so "first come, first served."

To DO List:

- Envelope (in the Main Office):** Student Name on the Outside
- Order Form:** Filled out completely
- Photographs:** on CD or thumb drive
 - o Student's name
 - o Your name and email address
 - o Typed Senior Dedication Paragraph(s) in Word (.doc) or Text (.txt) document
 - o Large, high-quality digital photos (.jpg, .jpeg, OR .tiff)
 - o Original photos for us to scan if necessary (*please allow extra time*).
- Payment:** Check for correct amount made out to "HHS Yearbook Dedication SAF"

MAXIMUM Number of Pictures / Text

1/4 PAGE = 4 photos / 1 small paragraph

1/2 PAGE = 8 photos / 2-4 paragraphs

FULL PAGE = 12 photos / 4-6 paragraphs

Although there is a cap on how many photographs can be sent,
you do not need to reach the maximum number.

A page with less than the maximum number of photos allows us
to make *each* photograph larger.

Please submit EVERYTHING through "proper channels."

**There is a white file box in the main office – labeled Senior Dedications –
Envelopes are available there.**

You will receive an email confirmation that we have your materials within the week.
When the Dedication is finished, we will send you a PDF for approval.

The Yearbook Adviser cannot assume responsibility for materials given to students.

A gift for your senior that will last a lifetime...

Dear Senior Parent/Guardian:

Every year, Senior Dedications become a special part of a student's graduation gift. Many of our parents purchase space in the back of the book in order to express their pride in their son or daughter. You use your own words and your own photos! This is a chance for you to convey how much your child has accomplished. All you need to do is fill out the form, choose the size of your layout and submit your photos. Last year our ads sold out, so hurry and buy yours today! We are accepting your information packets now, but December 1 is the deadline, unless we sell out before that date.

Tips on Creating Your Senior's Dedication In Envelope

- Filled out Senior Dedication Order Form
- Photographs: CD, thumb drive, actual prints. Please make sure that all photographs are identified with your student's name. Actually re-name digital images if possible and label original prints, please.
 - Digital – preferred size is 1280 x 960, at least 300 dpi. If the photos are any smaller they will not be properly imaged-in and will appear fuzzy in the book. Higher quality is best, but do know the minimum.
 - Scanned – scan at 300 DPI and save as a TIFF or JPEG file on a CD or thumb drive.
 - Please do NOT email us photographs, without some prior communication and arrangements.
- Typed Senior Dedication Paragraph(s) in Word (.doc) or Text (.txt) document included on CD or thumb drive.
- Check or money order made out to "HHS Yearbook Dedication SAF"

Drop OFF: You may drop off dedications
at the front office during school hours.

We will use the email address given for a confirmation of your order
and a PDF for approval when finished.

If you need to contact **Adviser Sandra Effinger**, she is available during lunch
and has Planning Blue 3rd (11:50-13:15) & Gold 6th (9:30-11:00).

Email: sandra.effinger@eu.dodea.edu (preferred method as we will have a written record)

Telephone: Civ 06221-57-8004, ext. 441 DSN 370-8004, ext 441

Please do not forget to CHECK In at the office as a visitor.

Due to limited space it is best to get your dedication form and photos in early.

Frequently Asked Questions

Why do Senior Dedications need to be turned in so early?

Our yearbook publisher sets the deadlines, so we do not arbitrarily select this date. We need to tell them how many pages will be purchased so that they can set up our yearbook accordingly. We include the Senior Section in our first deadline because it is such an important part of the Yearbook.

What kind of text should I use?

You can write a formal or informal letter or use poetry, inspirational or meaningful quotes, song lyrics, etc. Place the text on the CD or thumb drive in a Word (.doc) or Text (.txt) document so that it can be copied and pasted directly onto the layout to prevent errors. *We will proofread for spelling, grammar, and typographical errors, but the content is your choice.*

What are the types of photographs that I can use?

Large, high-quality photos are your best bet.

- Digital – the best size is 1280 x 960. If the photos are any smaller they may not be properly imaged, and might appear fuzzy if included in the book.
- Scanned – If you scan, scan at 300 DPI and save as a TIFF file on a CD or thumb drive.
- Originals can be included in the envelope and we will scan them for you, but please submit early. We will scan them and return them as soon as possible.

Do I need to reduce or enlarge the pictures I am giving you?

No. Once we get the photos, we will size them according to the layout. We would rather the photos be larger than smaller. Our entire book is printed on 9"x12" paper.

How do I let you know where I want the pictures to go on the dedication?

Because some of the photographs will be horizontal and some will be vertical, our staff will figure out the best placement for each picture for you.

Can I submit black and white photographs?

Although the Senior Dedications will be in all color, black and white photographs can be very dramatic. Keep in mind that the photograph will have the same color and tone in the book as it does when it is submitted.

What kind of pictures should I use?

The best pictures are the ones that showcase your student's entire life, instead of just their senior year. Baby pictures, holidays, special events and pictures with friends and family are always a nice choice. You may want to use a sports or hobby picture. Travel photos featuring your student can commemorate your experiences as a family. Please do not duplicate pictures that are already in the book as part of your senior's portrait section.

Are there limits on what kinds of pictures I can use?

Yes. Although the majority of pictures are well-received, only appropriate pictures will be accepted and photos of students must follow the dress code guidelines of Heidelberg High School. We reserve the right to deny any pictures that aren't suitable for a high school publication into the yearbook. (For legal reasons, we cannot include baby pictures that show unclothed body parts below the waist.)

What forms of payment do you accept?

We take personal checks, money orders or cash. Checks and money orders should be made out to "HHS Yearbook Dedication SAF." Make sure you get a receipt from our staff for proof of purchase.

Is there someone that I can contact if I have more questions?

Please email Adviser Sandra Effinger sandra.effinger@eu.dodea.edu