



Bayside Publications

Senior Tribute Ad Contract 2020-21

Dear Parent,

If you are looking for a way to publicly recognize your student, a personal ad in the yearbook is a great way to do it.

Personal ads come in a variety of sizes and are available at several price ranges. Enclosed is a rate sheet to show you the spectrum of ad prices. The ads staff will create your ad based on the pictures you submit. Please note the number of pictures you may submit based on the ad size you are purchasing.

When selecting your pictures for the ad, choose ones that are crisp and clear, have good color, are free of scratches, are not copyright protected and, if digital, have a high resolution and are unedited (look for 1 MB or higher images). This will help make the process easier and ensure a quality ad. Pictures downloaded from Facebook (or other social media) will NOT work - their resolution is too low.

There are a **limited** number of pages available, so please don't procrastinate. Once all the pages are filled, no more ads will be sold. The deadline to reserve your place in Bayside history is **November 30, 2020**. After November 30th, spots are not guaranteed or the size you wish to purchase is not guaranteed. No ads will be accepted after December 11, 2020.

Please make sure that your student gets their senior pictures done with Dean Stewart Photography by **October 17, 2020**. Go to www.dsp-photo.com to schedule an appointment. Due to publishing deadlines, any senior who takes his/her picture **after Oct. 17, will NOT be in the book**. We hope you will understand that both, Dean Stewart Photography and the yearbook staff have deadlines to meet; therefore, seniors must take their picture by Oct. 17.

If you have any questions, please feel free to e-mail us at fowler.heather@brevardschools.org.

Sincerely,
Mrs. Heather Fowler
Publishing Advisor



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ADS CHECKLIST - Please READ BEFORE picking pictures

AD SPECIFICS: Please type and include one or both of the following choices:

- Parent/family message to student
- Inspirational or memorable quote (ie. author quote, biblical verse, short poem, song verse, etc...) and where it is from or who it is by.

AD TIPS: Please make sure you read the information below, it will help alleviate problems. Use this as a checklist for your ad. All ads must be correct to be accepted. Payment and pictures do not guarantee ad space. Please note we reserve the right to edit copy as necessary for style, grammar and punctuation.

General Info -

- If this is a surprise for your child please indicate on the front of this sheet, just in case we have questions.
- All writing (copy) should be typed to guarantee proper wording. Please submit your Word document.
- The yearbook ads staff will design the pages; collages will **NOT** be printed.
- Only legal names are used to identify the ad. Nicknames can be in your message.
- Get your materials together quickly. There are a **limited number** of pages.
- You must pay in full when purchasing an ad.
- Incomplete ads will **NOT** be accepted.
- Late ads will **NOT** be accepted.

Regarding pictures -

Images from Facebook and other websites will NOT work.

- If you have a picture in mind to be dominant indicate that to us.
- If you use digital pictures, they must be original family pictures (not scans of professional prints). Please submit in JPEG format. Do not edit the photos, we can crop out what you don't want in the photo.
- Digital photos must be high resolution. Generally, if pictures have a 1 MB or higher memory they will work.
- Do **NOT** print digital pictures. Submit original, unedited photos on a CD or jump drive. We can crop images if you want something or someone out of a picture.
- Do **NOT** cut the photos in any way. Cut photos will not be accepted. Staff members will crop the photos to fit.
- Photos copied on a Kodak™ photo machine or color copies will **NOT** be accepted. We need originals.
- Copyrighted pictures like Glamour Shots, Olan Mills, etc... will **NOT** be printed, even with written permission. (Look on back of photos for "Reproduction Prohibited" or "Copyright Protected" or © on the front.)
- Do not send pictures that are irreplaceable. We can **NOT** guarantee their return, though we will do our best to return all photos after the yearbook is distributed.
- Any pictures that are creased, cut, scratched, or ripped will appear that way in the book. Keep this in mind when choosing photos.
- With a **BALLPOINT** pen, lightly label the back of your child's pictures with his/her full name.
- The photos must be of your child only; no friends or significant others can be represented in the photos. Family members are ok.
- Please choose photos free of hand signs (we will only print #1, no other hand signs), solo cups, alcohol, and/or weaponry.

Proofs -

- Due to the nature of deadlines, parents are not allowed to proof the ad. The finished ad will be reviewed by Mrs. Fowler, the Administration, and our publisher's representative to make sure that the ad looks clean, professional, and will be something that you and your student can be proud of.
- We assume you originally submitted pictures you want to be in the ad. In the event you wish to change a picture after the ad has been accepted or in the proof stage, there will be a **\$20 fee per picture**.

Returning items -

- If you would like your pictures returned, you must provide a self-addressed stamped envelope, sized to fit the largest photo you are providing. Otherwise, your photos will **NOT** be mailed to you.
- Photos will be returned early June, or after yearbooks are distributed. If you do not provide a self-addressed stamped envelope, your student will need to pick up the pictures on distribution day in May.
- We will not return CDs unless specifically requested to do so.

PLACING THE ORDER: You may purchase the ad online at www.yearbookforever.com or with Mrs. Fowler. Her email address is fowler.heather@brevardschools.org. If purchasing in person, then this application must also be included with the required information.

QUESTIONS: During the summer, please send inquiries to fowler.heather@brevardschools.org. After Aug. 10, you may call adviser, Heather Fowler at 321-956-5000 ext. 21628 during school hours.

DEADLINE: EVERYTHING must be approved and received by Tuesday, November. 26, 2019 in order to guarantee a spot. After December 13, 2019, no ads will be sold.



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DUE BY NOVEMBER 30, 2020 by availability

Student's Name: _____
Contact Person: _____ **Contact Phone:** _____
Home Address: _____ **Zip:** _____
Email: _____ **(we must have for questions/concerns.)**

SENIOR AD PRICES: Please circle what you are ordering (size and price).

Do NOT enclose copyright protected pictures. We can print pictures taken by DSP.

Sizes	Color	# of possible pictures	Word count for message
Full page	\$300	1-15	200 words
1/2 page	\$195	1-7	140 words
1/4 page	\$150	1-4	60 words
1/8 page	\$75	1	25 words

AD STATUS:
 Surprise
 Child is aware of the ad

of film or "real" pictures enclosed = _____ # of digital pictures enclosed = _____

DOMINANT PHOTO: _____ Don't care or _____

PAYMENT: Make checks payable to **Bayside HS.** **Total Payment Amount:** _____

All ads must be PAID IN FULL with the order.
(Credit card payments available on www.yearbookforever.com.)

SIGNATURE: I have read the conditions regarding my child's ad and understand that if any part is not correct, I will not be saved a space. Pictures and payment alone do not guarantee me an ad. I also certify that all pictures are original, non-professional, non-copyright protected pictures.

Signature of advertiser

Date

(Please make a copy of this contract for your records, as one will not be mailed to you)

Staff use only

Date payment received: _____ Amount paid: _____ Check # _____ Cash
 Receipt sent Date: _____ Staffer initials: _____
 Pictures returned Date: _____ Staffer initials: _____