

SENIOR RECOGNITION PAGE ORDER FORM

Parents, if you plan to order space in the back of the yearbook for special recognition of your senior, it is strongly encouraged to order both the space and yearbook at the same time. Too often, a space is bought and the parent/senior forgets to buy their yearbook. Space is limited for senior recognition and is sold on a first come first serve basis. To secure the space for your senior, full payment, template choice, the page message, and most of the pictures are due at the time of purchase. All will be returned to you if this requirement is not met and there will be no spaces held for anyone. It is understood that senior pictures are sometimes not taken until late in the year, so we will wait to send the pages to the printer until later in the year, however the yearbook staff needs everything else to complete the space as much as possible before Thanksgiving Break. The staff needs time to upload pictures, create the page, be graded for their work, get the approval of the buyer, and make necessary changes. They cannot wait until the last minute to get what they need. Even though this is the latest the staff will accept payment and pictures, waiting too long is not recommended because spaces go quickly for the number of pages allotted to senior recognition. To order a senior recognition space, turn this form into Mrs. Bryan with everything required.

WRITE NAME JUST HOW YOU WANT IT ON YOUR SENIOR PAGE

Senior's Name _____ Senior's Cell # _____
Buyer's Name _____ Buyer's Cell # _____

CIRCLE THE SIZE RECOGNITION SPACE YOU ARE ORDERING AND MARK WHEN AND IF THE PURCHASE IS WITH THE YEARBOOK, AS WELL.

Full Page - \$150 Half Page - \$80 Quarter Page - \$60

- I am buying the yearbook and senior recognition space together at the school before Sept. 30th.
- I am buying the yearbook and senior recognition space together at the school after Sept. 30th.
- I am buying/have bought the yearbook separately and will only be purchasing the recognition space with this order form.

Check method of payment Cash _____ Check # _____ Total amount of Check \$ _____
Make payable to MHS

PICTURES and DESIGN

Please turn in no more than the exact number of pictures you need that corresponds with the template you want to use. To choose a template, go to manghamhighschool-cb.com >> **Student/Parent resources** >> **Senior Recognition Space Templates** and write it below. You may turn in hard copies or digital photos by email or flash drive. Hard copies will be returned as soon as possible. Please put senior's name on the back of any hard copies and name your flash drive/CD, so when it is plugged in, we will know to whom it belongs.

MESSAGE: Write it just how you want it to read, including who it is from. For example, Love, Mom and Dad.

_____ of photos emailed to manghamyearbook@gmail.com _____ # of hard copies included
_____ of photos (jpegs) on USB _____ Template you want to use.

Receipt # _____