

Senior Recognition Space Order Form

Parents/Guardians, please read in its entirety.

- 1) It is strongly recommended that you purchase your recognition space and yearbook at the same time, so the book is not forgotten about later. One check can be written for both and turned in with both order forms.
- 2) **There will only be 10 pages available for senior recognition space.** "First come first serve basis," which includes full payment and **ALL** information provided. Because we are limited on space, seniors can buy no more than one **page** unless one of the allotted ten pages is not paid for by **Nov. 1st**. Your information must include **this completed** order form including the message or the "Message not wanted" box checked and most of the pictures you want on the page. Order forms will be returned if incomplete and no space will be held for you.
- 3) If you are taking senior portraits off campus, they must be turned in by Apr. 15th (no exceptions). That means you must give your photographer time to take them, edit them and send them before this date. All other pictures should be turned in before November 22nd. You can also use the ones we take on campus, as well.
- 4) Pictures used on your yearbook page can also be used for the senior slideshow. For the slideshow, we ask for a baby up to one year old, a Kindergarten or close to that age, a junior high photo, and a senior photo. These 4 photos must only be of the senior by themselves. No filter, no writing, no cut around photos. All seniors must be fully clothed and appropriate.
- 5) Pictures can be brought to me to be scanned and returned or you may email a jpeg or png file of the pictures to manghamyearbook@gmail.com. DO NOT SEND SCREENSHOTS or copy machine copies of photos. The quality level won't work. If you bring hard copies, put them in an envelope or zip lock bag and label with your name.
- 6) There should be no more than 15 pictures turned in. Do not send a completed template with the pictured taped or glued to a piece of paper. We must make it on a computer and students receive a grade for doing the work.

Print senior's name: _____ Cell # _____

Print parent's name: _____ Cell # _____

Full - \$150 Half - \$100 Quarter - \$75

I am buying the recognition space and yearbook with the same check.

I am buying/have bought the yearbook separately and will only be buying the recognition space at this time.

Cash Check # _____ Amount _____ Not sending message to go on sr. space

Message _____

photos emailed to manghamyearbook@gmail.com hard copies sent (can do both)

Sending senior portraits before April 15th

Staff Use Only: Date purchased _____ Payment Received _____ Artwork received YES NO
Receipt page _____ Receipt Number _____ Date Logged online _____