

Yearbook: Senior Recognition Space 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, 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, your 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. No space will be 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, make necessary changes, and move onto their next page assignments. They cannot wait until the last minute to get what they need. Even though we will take orders until all are sold, waiting too long is not recommended because space can go quickly. To order a senior recognition space, turn this form into Mrs. Bryan with everything required as soon as possible, but before September 11th.

Write the senior's 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.

Full Page - \$150

Half Page - \$100

Quarter Page - \$75

☐ I am buying the yearbook and senior recognition space together currently through the school.

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

METHOD OF PAYMENT:

☐ Cash

☐ Check # _____ Amount \$ _____

Make check payable to Mangham High School

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 <https://richland.k12.la.us/mhs/> >> **School Information >> Yearbook & Picture Information >> Senior Recognition Space Templates**. Go to the template link, choose one for the size space you are buying and write it below. You may turn in hard copies or digital photos by email. Hard copies will be returned as soon as possible. Please put the senior's name on the back of any hard copies. **DO NOT SEND A COMPLETED TEMPLATE. WE HAVE TO MAKE IT IN THE COMPUTER PROGRAM.**

TEMPLATE: _____

MESSAGE: Write it just how you want it to read, including who it is from. For example, Love, Mom and Dad. If you don't want a message, write No message.

When emailing pictures, please place jpegs or png files in a Google Drive folder and share the link to the folder to cbryan@richland.k12.la.us.

_____ of photos emailed # _____ of hard copies _____ Check if you have sr portraits left to send later, but before April 9th.