

June 9, 2016

The Element: Northwood Yearbook  
Northwood High School  
4515 Portola Parkway  
Irvine, CA, 92620

Dear Parents,

It's no surprise to you that the Class of 2017 will be graduating in less than a year. The Northwood Yearbook staff is offering a wonderful opportunity to help you express your love and congratulations to your seniors. Parent dedication ads for seniors are popular at Northwood and the time has come to reserve your space. What better way to recognize your son or daughter on graduation than with a personal dedication ad in the yearbook?

Please complete the dedication order form on pg. 5 and submit it with the accurate number of pictures on a CD/ DVD or USB/flash drive along with a personal message and payment. Please note that if you plan to submit your senior's dedication on a USB/flash drive, the USB/flash drive will not be returned. Completed ads will be processed on a FIRST COME, FIRST SERVED basis until designated pages are filled. No additional pages can be added to the yearbook as a result of price increases and stricter publishing deadlines.

Your senior will be guaranteed a dedication spot in the 2017 Yearbook if the dedication ad is turned in by Monday, November 14, 2016. After that, ads will be processed on a first come, first served basis until designated pages are filled.

Within 30 days of submitting your ad, you will receive an email receipt from NHSSeniorDeds@gmail.com confirming your order. It is your responsibility to contact us if you do not receive a receipt.

When submitting digital photos, please select the size ad you want, and then name the photos on your CD/DVD or USB/flash drive according to their placement on the layouts attached on pages 3 and 4. Please note that a vertical photo cannot fit into a horizontal space or vice versa; choose your photos accordingly.

Please submit a personal message with your photos. This message can be saved as a MS Word file and put on the CD or USB/flash drive, or it can be typed, printed and included with your CD or USB/flash drive. See the guidelines sheet for information regarding scanned photos, digital images and word counts for the length of your senior message. With the volume of ads our staff produces, we would appreciate your cooperation in adhering to the above guidelines.

If you need additional forms or have any other questions, please email Mrs. McCann at [jeannamccann@iusd.org](mailto:jeannamccann@iusd.org).

Thank you for your support.

Sincerely,

Jeanna McCann,  
Yearbook Adviser

# Digital Instructions Guidelines

## Digital Images

All digital photos submitted should be JPEG only and named according to the number placement in the ad (for example Jones1.jpg). Save images to a CD/DVD or USB/flash drive, at the largest size possible. Please note that if you choose to submit your dedication on a USB/flash drive, the USB/flash drive will not be returned.

Your CD/DVD or USB/flash drive should include all the photos you need for your dedication ad. Name the images with the number that corresponds to the number on the layout you chose to purchase (attached on pages 3 and 4). Include a printout so that the staff will have a reference. Clearly label the CD/DVD with your name and your Senior Student's name. You may include your message as a MS Word file on your CD or USB/flash drive. Please make sure a typed, printed message is included if you do not submit a MS word file.

## Scanned Photos

High quality photos should be scanned at MINIMUM 300 dpi and saved as JPEG files (.jpg) only. Burn all images to a CD/DVD or USB/flash drive. This can be done at stores such as Kinkos, Wal-Mart, Costco, etc. Please make sure that submitted photos are high quality and not grainy. Usually, photos taken straight off Facebook, Instagram, or other social media sites are not high enough quality to be inserted into your senior dedication.

## Senior Message

Senior Dedication Message Word Maximum: These word amounts include the senior's name, the message and the closing (Love...)

Full Page Ad 95 words max

1/2 Page Ad 70 words max

1/4 Page Ad 55 words max

1/8 Page Ad 45 words max

Count the number of words in your message carefully. We will only print up to the word limit for the size of the ad you purchased.

**Deadline\*: Monday, November 14th.**

\*Any ads/dedications turned in after this deadline are not guaranteed spots.

# Student Name

1	13	12	11	10
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2	9
---	---

3	4	5	8
---	---	---	---

## FULL PAGE AD

Dedication goes here (95 words).

Love, Mom and Dad

7
---

6
---

1	7	8	9
---	---	---	---

2	6	5
	3	
		4

**1/2 PAGE AD**

Dedication goes here (70 words).

Love, Mom and Dad

Student Name

Student Name

1	4
---	---

2	3
---	---

**1/4 PAGE AD**

Dedication goes here (55 words).

Love, Mom and Dad

1
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**1/8 PAGE AD**

Dedication goes here (45 words).

Love, Mom and Dad

Student Name

# NORTHWOOD HIGH SCHOOL

## *The Element*

Here's your chance to personalize your yearbook

# full color - senior dedication ads

Guaranteed spot if ad is turned in by Monday, November 14, 2016. After that, dedications will be processed on a first come, first served basis until designated pages are filled.

### **ORDER FORM** (also available on NHS website: [www.northwoodhigh.org](http://www.northwoodhigh.org))

- Pay by Cash OR Check (payable to NHS Yearbook). Please include student's ID number on check.
- Bring your ad to Room 1223, or drop off in Mrs. McCann's mailbox at the front office.
- You can also mail in your form to:  
NHS Yearbook, 4515 Portola Parkway, Irvine, CA 92620

Within 30 days of turning in your ad, you will receive an email receipt from [NHSSeniorDeds@gmail.com](mailto:NHSSeniorDeds@gmail.com) confirming your order. It is your responsibility to contact us if you do not receive a receipt.

#### 1 **\*\*Advertising Orders** (Full Digital Submission)

- Full Page \$325
- Half Page \$200
- Quarter Page \$125
- Eighth Page \$85

Total enclosed \$ \_\_\_\_\_  
\*\* Sorry, no refunds

2 Is this ad a surprise? \_\_\_\_ yes \_\_\_\_ no

3 Graduate's name \_\_\_\_\_  
Student ID # (short) \_\_\_\_\_  
TA \_\_\_\_\_  
Parent Name \_\_\_\_\_  
Parent Email \_\_\_\_\_  
Parent Contact \_\_\_\_\_

#### 4 **Payment Method:** (please circle)

Check  Cash

### **Don't forget to include in your envelope:**

- **Double check all spelling and grammar, the yearbook will not be responsible for syntax errors.**
- **Photos on CD/DVD or USB/flash drive (will not be returned), numbered according to placement**
- **Message as MS Word on the CD or USB/flash drive, or a printed, typed copy**
- **Above form, filled out**
- **Payment in full (Check or cash)**
- **CD/DVD or USB/flash drive, above form, and separate message sheet all in a manila envelope**
- **Mailed to Northwood or dropped off in room 1223**