

Pointer 2019 Senior Tribute Ads

Congratulations! Your child has made it to their senior year. Honor them with a keepsake tribute in the *2019 Pointer Yearbook*. To ensure the tribute meets your expectations and our publishing requirements, read the information below carefully.

GUIDELINES

Photos:

- Do not cut, staple, fold or paperclip submitted photos.
- Send good quality photos as poor photos do not improve in print.
- Professional photographs should have a copyright release.
- Send only copies of photos that are one of a kind and cannot be replaced.
- Scanned or digital photos may be submitted in a high resolution format and saved as either a JPEG or TIFF.
- Follow the photo limit per ad as outlined on the opposite page.
- Photos must be school appropriate and contain no obscene gestures or illegal activities. The staff reserves the right to refuse any content deemed inappropriate.
- Photo(s) should fit the orientation of the ad (vertical/horizontal). If not, photos will be cropped to fit.

Text:

- Song lyrics or other copyrighted material may not be used as it could result in a lawsuit for the *Pointer Yearbook*. We will run a search on wording and eliminate copyrighted material.
- On a separate piece of paper, type or clearly write your message. We will type the message exactly as it appears, so double check spellings and grammar.
- Please follow the text limitations per the ad purchased: FULL page – 100 words; HALF page – 75 words; QUARTER page – 50 words; and EIGHTH – 25 words.

Return of Submitted Materials:

- If you want any submitted photos returned, provide a self-addressed, stamped envelope. Photos will be returned after the yearbook is published.

Tribute Ad Approvals:

- VBHS students design and create the tribute ads. We will try our best to accommodate requests and make the ad error free. Once the ad is completed, we will email a proof copy (IT IS IMPERATIVE TO PROVIDE EMAIL CONTACT INFORMATION). You will have 48 hours from receipt of the proof to return for changes/corrections. Prompt replies are necessary due to yearbook deadlines and various responsibilities.

Payment: & Submissions

- Tribute ads can be ordered online at yearbookforever.com or in person at VBHS.
- Checks or money orders must be made payable to VBHS or Van Buren High School.
- Forms and photos must be submitted to Lisa Moose or to the front office at VBHS.