**Guthrie High School Senior Salutes**

**2017-2018**

The purchasing of Senior Salutes for the back of the yearbook has been an enjoyable tradition at Guthrie High School for many years. The yearbook staff is pleased to announce the prices, standards, regulations, and deadlines for this year’s book.

All photos and copy must be submitted with the form on the back of this information sheet. We no longer accept submissions via email. All submissions have to be on a photo CD (JPEG) or on a flash drive (JPEG). We do not accept original photos. All submissions must be in a digital format. We will do our best to return all CDs and flash drives in the spring or earlier.

**Photos:**

To ensure that the staff has all the photos, it is imperative that a total number of photos you would like include on the salute is listed on the form. The photos do not have to be itemized, just a total count. Please indicate which photo you would like to be the dominant photo. On the order form, please note the maximum photos allowed for submission for each ad size. Please put photos in an envelope with order form.

If you are working with a photo studio for portraits of your senior, inform them of our due dates. Most studios will deliver proofs of your photos to the yearbook staff. Have portraits taken in time to meet deadlines, and indicate on your order form if the yearbook staff should anticipate a digital image from a photo studio. Portrait studios can email Angie Simonton at angie.simonton@guthrieps.net

**Copy:**

The copy is the sentiment you would like included with photos of your senior. Please note the requirements for copy size on the order form. You are allowed at certain amount of words depending on the size of salute you order.

**Deadline:**

All Senior Salutes need to be ordered, paid for, and all items (photos, form, and copy) turned in before Friday, December 1, 2017. The yearbook staff cannot accept any salutes after this date.

The Senior Salute can be paid for with cash or check. Please make checks payable to “GHS Yearbook”. All payments and materials should be turned in to Mrs. Simonton or turned in to the central office. Photo CDs and money should not be given to a student on the yearbook staff.

**Questions/Concerns:**

Please contact Mrs. Simonton at angie.simonton@guthrieps.net if you have any questions or concerns. The yearbook staff works on very strict deadlines set up by our printer and completely out of our control. We cannot be flexible on any of the deadlines outlined on this information sheet or order form.

**Senior Salute Order Form**

Name of Senior

 (how it will appear in book):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of photos: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dominant Photo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copy restrictions:** Eighth Page 50 words (or less)

Quarter Page 75 words (or less)

 Half Page 100 words (or less)

 Full Page 150 words (or less)

\*\*\*Please follow copy restrictions on words so we can insure a great final product\*\*\*

Did you include copy (circle one)? Yes No

**Regular Pricing**

These prices are in effect for any Senior Salute that is received after October 13, 2017. All orders must be delivered to Mrs. Simonton or the central office by 3:10 on Friday, December 1, 2017. No exceptions will be made.

**Size Ordered** (circle one)  **Photos Allowed**

 (maximum allowed)

**Black and White** **Full Color**

 1/8 page $50.00 5 1/8 page $75.00

1/4 page $75.00 10 1/4 page $125.00

1/2 page $125.00 20 1/2 page $200.00

Full page $200.00 30 Full page $300.00

Return CD or flash drive to (circle one) Senior Student Pick up in office