

Montabella High School Yearbook  
The Legend  
1324 E. North County Line Road  
Blanchard, MI 49310



## Guidelines & Instructions *for ad submission*

- Select the ad size you wish to purchase; then, use the sample layouts to choose the design number within that size that you would like used for your child's Senior ad.

### Photos:

- Each ad contains a number of photos; supply enough pictures to fill the photo blocks in the ad you chose. If you include extra pictures, our staff will decide which one(s) to exclude without notifying you.
- Decide which picture you want in which photo block in the design. *Remember that vertical picture boxes require "up-and-down" images and horizontal boxes need "left-to-right" images.*
- Using a pencil, write *softly* on the back of the picture the photo block number in which you want the picture to appear. If you do not number the photos, our staff will use its discretion to place the photos attractively.
- We will enlarge or reduce your photos as necessary. We will also "crop" (focus on key parts of) the picture to its best advantage.
- It is our intent to return all photos. We do ask however that you do not send any one of a kind original copies of any photo you value. If you have any such pictures you would like to include, we ask that you submit a *photo quality* copy of any picture you cannot replace. *We do not recommend computer generated inkjet photo images on plain paper and cannot be held responsible for the quality of their reproduction if you submit a photo in this manner.*

- We cannot use photos which have been cut, glued or taped to paper, or are in collages.
- Please do NOT submit collages. They do not reproduce well and we cannot be responsible for the image quality problems that arise.
- If you have your pictures in digital format, you can submit them digitally by emailing them to: [kgormley@montabella.com](mailto:kgormley@montabella.com). Pictures have a resolution of 300dpi.

### Text:

- The words you want to include in your ad is called "copy." Please write (print) your copy legibly on the ad order form, or you may type or print it on a separate sheet and attach it to the form.
- We will choose a font (typeface) for your copy when we compose your ad. We will also correct grammar, punctuation and spelling errors. Therefore, if a word needs to be spelled a certain way, make sure we know it.
- Take into account the size of your ad when writing your message to your child. A large quantity of text in any ad will end up being set in very small type which may not be easy to read.

*The yearbook staff reserves the right to change or rearrange any ad which is not appropriate for the yearbook without notifying you. This includes but is not limited to the exclusion of photos and text.*

For Office Use Only	
Pd:	_____
Pictures Scanned:	_____
Pictures Returned:	_____
Page:	_____

# Ad Order Form

Please complete and return this advertising contract (or a copy of it) with the photos and text for your ad.

Parent/Purchaser's Name		Student's Name		
Address				
City	State	Zip	Work Phone	Home Phone

What is the best time and place to reach you if we have questions about your ad? \_\_\_\_\_

## Types of Ads/Size

– Check one design number based upon what ad size you want:

1/4 Page.....\$25

Design #:  Q-1     Q-2     Q-3

1/2 Page .....\$50

Design #:  H-1     H-2     H-3     H-4     H-5

## Payment:

Cash included       Check included       Money Order included

\$\_\_\_\_\_ (amount enclosed)      make checks payable to: Montabella High School Yearbook

Reminder: Proud Parent Ad orders are non-refundable.

Photo instructions, requests, comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Words/text to be included in your ad:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(You may submit text on a separate sheet of paper.)

I agree to the terms and guidelines stated in this brochure.

\_\_\_\_\_  
 (Customer Signature • Date)

Mail to or bring by the high school. • Attn: Yearbook

# Montabella High School



# The Legend Yearbook

1324 E. North County Line Road • Blanchard, MI 49310

School Office • (989) 427-5175  
email • kgormley@montabella.com

**Congratulations** on your son/daughter becoming a Senior at Montabella High School in the 2011-2012 academic year! The 2012 Legend staff is now accepting orders for senior ads. These ads give you the opportunity to express your love, pride, and congratulations upon your child's high school graduation.

Ads are available in the following sizes for the prices shown:

1/4 Page ..... \$25

1/2 Page ..... \$50

**Designs, Guidelines & Ordering:**

Below are the available ad layouts you may use for your student's Senior ad. An order form is enclosed, and specific guidelines and instructions for submission of the ad, photos and words you want included in your ad are on the back of this mailer. Please make sure to read the guidelines and instructions section before submitting your ad.

**Ad Placement:**

All ads are sold on a "first come, first served" basis until the ad pages in the yearbook are full. Therefore, we encourage you to place your ad order early to ensure a place in the 2012 Legend.

**Deadline: Friday, December 9, 2011.**

***Order forms, photos, text and payment for ad's are due on Friday, December 9, 2011.***

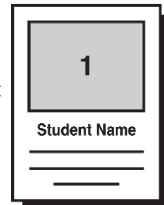
**Thank You!**

We thank you for your patronage! The Montabella High School Legend staff depends on your support in this endeavor to produce a successful yearbook.

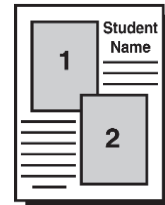
If you have any questions concerning an ad, please call the office at (989) 427-5175.

## Quarter Page Ads

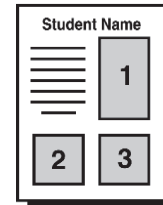
- Approximate dimensions: 3-1/2" wide x 5" high
- Refer to the number below each design to identify which layout you wish to use for your student's ad; Half Page and Full Page ad designs are on the next page.



Q-1



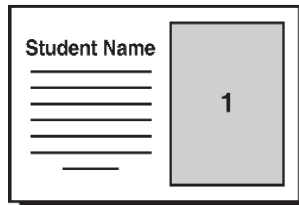
Q-2



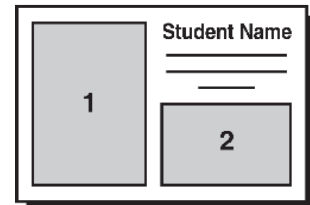
Q-3

## Half Page Ads

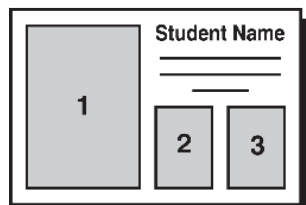
- Approximate dimensions: 7-1/2" wide x 5-1/4" high
- Refer to the number below each design to identify which layout you wish to use for your student's ad.



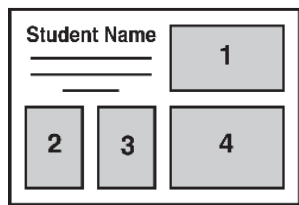
H-1



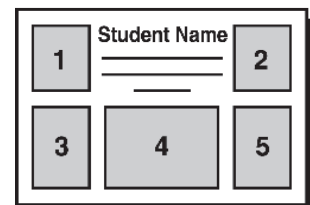
H-2



H-3



H-4



H-5

**Proud Parent Ad orders are non-refundable.**