

Parent Ad Information

Parent ads are a wonderful and enduring expression of your feelings. Please use this order form, and **follow the instructions carefully**. Copies are available online at montgomeryhighschool.com , and in the Main Office and Business Office. For questions, please call us at 528-5522 x.6522 or email us at sforrest@srcs.k12.ca.us .

Deadline for submission is Friday, September 30th, 2011!

Plan ahead! Every year we are inundated with last minute questions and requests – please allow enough time to gather and prepare your materials and submit them on time.

In the interests of maintaining a consistent style and ensuring quality, **please do not submit completed ads**. Instead, submit each photo as a separate image, with any text as one or more separate Word files, and **we will design the ad**. You may advise us of any specific requests to place text and photos next to each other, and we will do our best to follow your wishes within our style guidelines.

We prefer photos to be submitted only as JPEGs on CD at no less than 225 dpi (high quality) for a wallet size photo or equivalent. Please do not submit bitmap (.BMP) or other format files. If submitting hard copy photos, **do not cut photos**; you may mask photos with paper or submit a sketch to show us approximately how you would like them to be cropped. **Hard copy photos should be printed on glossy photographic paper only**. Please do not submit any photos printed on plain paper, with sparkles or gel inks, etc., as they reproduce poorly. We recommend scanning original photos, saving them as jpegs at 300dpi, and submitting them on CD. **Yearbook will not attempt to return photos or CDs. Please submit disposable copies only.**

Please note: No collages will be accepted. We will arrange the limited number of photos noted on the order form, but due to time constraints, we cannot create collages, and we will not accept them.

Submit text separately for us to input – we will use the fonts that we have chosen for the parent ad section, rather than any fonts you might submit. **Please submit an amount of text proportional and appropriate for your ad space**. Names should be clearly spelled EXACTLY how you want them to appear. If the ad is a secret, please indicate an alternate contact number on the order form.

Yearbook reserves the right to request alternate content or to refuse to print something that violates school standards regarding appropriate dress, language, substance abuse, gang affiliation, etc.

We strive for perfection, but we are human, too. If we make an error we will apologize, and in the rare event that we omit an ad we will refund your money, **but we will not be liable for any compensatory printing**.

Please submit a **separate check and order form for each ad ordered**. Submit your check made out to Montgomery High School, your completed order form, and all CDs, photos and/or text to: Montgomery High School Yearbook, Attention Parent Ads, 1250 Hahman Drive, Santa Rosa, CA 95405. You may also drop ads off at the yearbook basket in the main office. Thank you!

