2016-2017 YEARBOOK 8th grade AD ORDER FORM
(Enclose this form in your envelope with payment)
ORDERS AND PAYMENTS ARE DUE BY OCTOBER 28, 2016
NO LATE ORDERS WILL BE ACCEPTED

Please **PRINT** Student's <u>First and Last Name only</u> **- (HOW IT SHOULD APPEAR ON THE AD)** on the dotted line below.

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Parent or Contact Name: _____

Parent Phone: _____

**Parent email: _____

Method of Payment: Cash _____ or Check – Check #_____

The ads cost $35 and are 1/12 of a page. Parents may submit a favorite photo of their 8th grader along with a message of up to 50 words. Only one ad may be purchased per 8th grader. While choosing your child's picture, please keep in mind that they will be placed in a <u>portrait</u> layout. (ex - ↕ as opposed to landscape - ↔)

To submit your <u>child's 8th grade **ad photo**</u> chose one of the following two options:

Option 1 - you may submit the ad electronically through *studioworks* with the following instructions.
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1. Go to the internet and go to: images.balfour.com
2. Fill in the following information: School's project number = **718668**

   Password = **panthers**

   (Also fill in the contact info)

    Click Next
3. You will then be asked to look over the agreement that you are making with the school and Balfour Publishing. As long as you agree, mark that you have read them. Then click next.
4. You will then be able to upload your photograph. Though it allows you to upload several photographs, submit **ONLY ONE**.
    ➢ Type your child's first and last name in the "People in this photo" box
    ➢ Type <u>Eighth Grade Ad</u> in the "Event or Occasion" box

Option 2 - You may come to Riverwatch from 9am-5:30pm on October 5th and submit your child's 8th grade ad with the assistance of Ms. Scheaffer, yearbook advisor, in computer lab 504. Simply fill out the above form and bring it to school along with your child's photo (in digital jpeg format), the message you would like to submit, and your payment.

Please be sure to sign in at the front desk before going to the 504 computer lab
- OVER -

After uploading your picture, follow these instructions to submit your message:

Please send an email to rms2017ad@gmail.com with the following information:

1. Place your child's first and last name as in the subject box.
2. Type your child's name as you would like it to appear in the yearbook (first and last name)
3. Your message - (it may not be more than 50 words **including** closing – greeting is not necessary since their name is placed on the ad). Please type carefully as your message will appear in the yearbook just as it appears in your email.
4. Your contact phone number in case we have questions about your message / pictures.

PICTURES, MESSAGE, AND PAYMENT MUST BE SUBMITTED BY OCT. 28, 2016. IF ANY OF THESE ARE NOT SUMMITED ON TIME, WE WILL NOT BE ABLE TO INCLUDE YOUR CHILD'S AD IN THE YEARBOOK.

***NOTE ~ Editing of the message or the exclusion of picture / text because of content will be subject to the discretion of the adviser and the administrator. Also, if more than one picture is submitted, the yearbook staff will make the decision of which will be placed in the ad.

If you have any questions or concerns, please contact Linda Scheaffer at lscheaffer@forsyth.k12.ga.us