

August 10, 2015

Dear Parents,

Preparations for the 2016 Chi Rho yearbook are underway. The senior year is a busy one, so the staff wants to be sure you have ample time to prepare for the senior yearbook portraits and/or senior yearbook ads.

Since the yearbook staff needs several items from each senior, it is best to make preparations as soon as possible. You should have received a mailing from Garrison's Photography concerning the senior photos. If you haven't scheduled your appointment yet, please do so today. First, each senior needs to schedule a senior yearbook portrait to be taken. **Garrison's Photography, 716 W. 15th Street in Edmond**, is the official portrait photographer for Bishop McGuinness yearbook portraits. **Please schedule an appointment by calling (405) 341-0734.** Since Garrison's also takes photos for several other schools, it is imperative that you schedule now because appointments fill up quickly once school begins.

In order to ensure the portrait is included in the yearbook, **the appointment should be booked no later than Thursday, Sept. 10 and taken no later than Friday, Sept. 18.** A \$15 plus tax session fee is charged for the yearbook portrait. A portion of these funds will be used to mail the spring supplement to the seniors after graduation. The studio does charge additional fees for retouching. Please provide specific instructions on retouching as the studio normally only retouches for blemishes.

Female students will wear the traditional black drape provided by Garrison's while males will be photographed in coat and tie.

In addition to the senior portraits, the yearbook staff is selling yearbook ads. The prices for the ads, commonly referred to as 'senior salutes', are listed on the attached form. This year, friendship ads are also available. Ads honoring a group of students (senior cheerleaders, senior homecoming candidates, special friends since first grade etc.) are a nice way for friends to recognize each other. Prices vary slightly from parent prices because these are friends buying for each other.

Additional ad forms are available on the school website. The **Early-Bird deadline** for ads is **3:30 p.m. Tuesday, Nov. 3. The On-Time deadline is 3:30 p.m. Tuesday, Nov. 10.** A new Normal Salute is added this year. This will be for words only to fit in a business size card ad. It should be no more than seven lines of copy and one line for names. The cost is \$45.

Ads may be accepted after Nov. 10, if there is space available. If the space is available, a \$5 late fee per day will be added to the cost of the ad. Please do not count on the availability of extra space. Please make sure to have the ads in to Ms. Betty Herman by either the Early Bird or On-Time deadline.

Finally, regardless of whether or not you purchase an ad, the yearbook staff would like to include a **baby photo of each senior in the senior section of the yearbook. The photo need only be a headshot. Please send a photo to me (Ms. Betty Herman) at the school address or have your student bring it to Rm. 132 no later than Friday, Oct. 2.**

INFORMATION NEEDED FOR PURCHASING A SENIOR AD IN THE 2016 CHI RHO
Important Photo Information for the Senior Salutes/Ads

1. Digital photos (tiff or jpeg only) may be submitted on *CD*. Each photo file size must be **at least 300dpi** or it will not print in the yearbook.
2. Please do not cut photos into various shapes.
3. Please **tape the name** of your student on the back of each photo.
4. Please do not staple or paper clip photos as they can get scratched.
5. Please do not submit photocopies of your photographs. Photos must be printed on photographic paper. Photocopies do not reproduce well.
6. If designing your own ad, it must be submitted as a tiff or jpeg file. Publisher or Word files will not work.
7. If you email any photos, please make sure that the student's name is part of the file name.

Following the above guidelines will help to ensure that your photos reproduce nicely in the yearbook.

I am also attaching a form to order a yearbook. Note that there are three different prices depending on the time of the year when you purchase. If you have any questions, please email me at bherman@bmchs.org.

Thank you for your support of the journalism program.

Sincerely,

The 2016 Chi Rho Staff
Ms. Betty Herman, Adviser

Important Dates:

Yearbook photo booked by 9/10 taken no later than 9/18

Single baby photo for senior section of yearbook due no later than 10/02

Early Bird Ads due by 11/3

On Time Ads due by 11/10

Yearbooks only \$70 through 9/30 (pay in school-cash or check only) online credit card

Yearbooks \$75 from 9/30 through 02/07/16 online only

Yearbooks \$85 from 02/08/16 through 4/15/16 pay cash or check in school only

Early-Bird Deadline
On-Time Deadline

3:30 p.m. Tuesday, Nov. 3, 2015
3:30 p.m. Tuesday, Nov. 10, 2015

Full-Color Ad Early-Bird Price

- ___ Full Page - \$395 (10 photos max.)
- ___ Half Page - \$295 (5 photos max.)
- ___ Quarter Page - \$195 (3 photos max.)
- ___ Eighth Page - \$110 (2 photos max.)

Full Color Ad On-Time Price

- ___ Full Page - \$420 (10 photos max.)
- ___ Half Page - \$320 (5 photos max.)
- ___ Quarter Page \$220 (3 photos max.)
- ___ Eighth Page - \$130 (2 photos max.)

Black & White Ad Early Bird Price

- ___ Full Page - \$295 (10 photos max.)
- ___ Half Page - \$195 (5 photos max.)
- ___ Quarter Page - \$140 (3 photos max.)
- ___ Eighth Page \$60 (2 photos max.)
- ___ Normal - \$35 (7 lines words only)

Black & White Ad On-Time Price

- ___ Full Page - \$320 (10 photos max.)
- ___ Half Page - \$220 (5 photos max.)
- ___ Quarter Page - \$165 (3 photos max.)
- ___ Eighth Page - \$85 (2 photos max.)
- ___ Normal - \$45 (7 lines words only)

Student's Name (as typed on ad) _____

Buyer's Name _____ Home phone _____

Cell Phone _____ Email _____

Buyer's Full Address _____

Please make checks payable to BMCHS and write yearbook on the memo line. Remember to write student's name and tape it to the back of each photo. ALL PARTS OF THE PURCHASE MUST BE SENT IN TOGETHER: photos, message, form and mode of payment.

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2. Please do not cut photos into various shapes.
3. Please tape the name of your student on the back of each photo.
4. Please do not staple or paper clip photos as they can get scratched.
5. Please do not submit photocopies of your photographs. Photos must be printed on photographic paper. Photocopies do not reproduce well.
6. If designing your own ad, it must be submitted as a tiff or jpeg file. Publisher or Word files will not work.

Please include a self-addressed stamped envelope for the return of baby photo for senior section and photos for the senior salute.

**Ad Sizes: Full Page: 8 ½ by 11 ¼ Half Page: 8 ½ by 5 ½ Quarter: 4 1/8 by 5 ½
and Eighth 4 1/8 by 2 ¾**

