

SOUTH BRUNSWICK HIGH SCHOOL

VALHALLA YEARBOOK SENIOR DEDICATION INFORMATION AND ORDER FORM

Dear Parent and/or Guardian,

As the parent/guardian of a member of the class of 2019, you have the opportunity to purchase a senior dedication to be printed in the 2019 yearbook. As has been the rule in the past, only one dedication can be purchased per senior. Please read the following information and directions thoroughly and completely.

Please review the included order form and indicate which options you would like for your graduate's dedication (size, number of photos, amount of text). Based on your choices, the Valhalla staff will create a beautiful layout similar in style to the 2012-2018 dedication layouts. **Please adhere to the photo and text limits indicated in the option you choose.**

Rules for the Text Portion of the Dedication:

- All word counts will be verified so that the maximum is not exceeded in any one dedication.
- Any inappropriate content will be removed from dedication messages.
- If your text exceeds the word count, the text will be edited to fit the indicated word count.
- All text **must** be submitted to or "shared" electronically with valhalladedications@gmail.com. There are no exceptions to this requirement. We will not type hard copy messages sent in the mail.
- Use Microsoft Word or google docs to create your text.
- **DO NOT combine pictures and text. Text and images must be saved/sent as separate files.**
- DO NOT use other file formats than what is specified here—DO NOT SAVE AS A PDF.

Rules for Photos Used in the Dedication:

- Photos must be clear. By choosing to send photos that are old, grainy, blurry, or in poor condition, you are giving us permission to print them as they are! We cannot correct grainy or blurry photos. **What you send is what we print.**
- All photos must be single, separate photos (collaged photos will not be accepted).
- If you send more photos than an option allows, the staff will choose which photos to feature.
- Photos must contain appropriate content. Any questionable photos will be rejected.
- We ask that you scan and submit your photos electronically (only do this if you are tech savvy).
- **Photos must be scanned at a dpi of at least 300 or they will become pixilated in the layout (if you need assistance in knowing how to scan at 300 dpi, please refer to the brief directions on the next page).**
- Save each picture individually as **jpg** files. See directions on the next page to ensure file sizes.
- If you are unable to scan your own photos, we will scan your photos for you and return them in the self-addressed, stamped envelope that **YOU** provide.
- Please identify which photo you would like used as the dominant (largest) photo in the dedication (if you are mailing hard copies of your photos, either write "dominant" on the back or attach a sticky to the photo and label it "dominant"; if you are digitizing and e-mailing your photos, please name the dominant photo file "dominant.jpg").
- The best dominant photos for half page dedications are horizontal photos as opposed to vertical photos; horizontal photos allow us to use the entire photo for the background of the half-page dedication and then layer the smaller photos and text on top of that large photo. For quarter page dedications, either vertical or horizontal photos create the best layout.
- **DO NOT combine pictures and text. Text and images must be saved as separate files.**
- DO NOT use other file formats than what is specified here—**DO NOT SAVE AS A PDF.**
- Attach all files to your email submission (valhalladedications@gmail.com).
- Note the name of the senior in the subject of the email.

How to Check Image Size:

If using a scanner, consult your user manual to ensure it is set to scan at 300 dpi or higher.

Once the image is scanned, you can check the image size by opening the photo in "Preview" mode, then selecting "Inspector" which is found under the "Tools" menu.

If the photo is scanned at less than 300 dpi, it may be pixilated in the printing.

If you are submitting a digital photo that you took with a digital camera, the dpi will only be 300 or higher if your camera was set to that dpi when the photo was taken.

*****PLEASE ONLY SCAN PHOTOS YOURSELF IF YOU CAN ENSURE THE DPI IS 300 OR MORE.*****

All dedication materials **must** be submitted by **Friday, November 16th**.

Checks must be made payable to "SBHS Activities-Yearbook."

Your cleared check is the confirmation of your order.

Space will only be reserved for seniors whose **ORDER FORMS**, dedication payments, **AND** complete materials have arrived by November 16th.

If the hard copy order form and payment do not arrive by the 16th, space will not be reserved.

Please mail a hard copy of the order form along with payment (and any hard copy versions of materials) to:

Anna Lehre

Yearbook Advisor

South Brunswick High School

750 Ridge Road

Monmouth Junction, NJ 08852

**REMEMBER, CHECKS MUST BE MADE PAYABLE TO
"SBHS ACTIVITIES-YEARBOOK"**

If you have any questions or concerns, please contact the advisor at anna.lehre@sbschools.org. Please do not send any photo files to this email address. Only questions or concerns should be sent to the sbschools.org address.

Sincerely,
Valhalla Staff

VALHALLA YEARBOOK SENIOR DEDICATION ORDER FORM

MUST BE RETURNED FOR ORDER TO BE PROCESSED!

Only one senior permitted per ad
(except if siblings are graduating together)
and, due to page restrictions,
there is a limit of one dedication per student.

1/8 page (approximately 2" x 2.5")	1/4 page (approximately 4" x 5")
1/2 page (approximately 5" x 8")	

****Make checks payable to "SBHS Activities –Yearbook"**
(Cash or money order also accepted)**

Full Name of Senior: _____
(as you want typed on dedication page) (PLEASE PRINT CLEARLY)

Please review the following options. First, decide which size dedication you would prefer. Then, circle which option you would like depending on the number of photos you will be submitting and the text size of your message.

*****Be sure to indicate which photo you would like used as the largest/dominant photo.*****

Page Size & Price	Option 1	Option 2	Option 3	Option 4	Option 5
1/8 Page (\$75)	3 pictures 15 words	2 pictures 25 words	1 picture 50 words		
1/4 Page (\$125)	4 pictures 25 words	3 pictures 50 words	2 pictures 75 words	1 picture 100 words	
1/2 Page (\$225)	5 pictures 50 words	4 pictures 75 words	3 pictures 100 words	2 pictures 125 words	1 picture 150 words
Full Page (\$1,000)	Grab all of your friends and relatives to contribute to this! Completely customizable. Unlimited number of photos and amount of words. You can design yourself, make an appointment with the advisor to design on site, or make adjustments/suggestions via email after it is initially created.				

**Note: Salutations and closings (including names) are exempt from the word count.
Only the body of your message will be counted.**

Name of Person Submitting Dedication: _____

E-mail address where we may reach you: _____

Provide a short description of the photo you would like used as the **DOMINANT PHOTO**:

Please return this form with payment by Friday, November 16th to:

Anna Lehre
Yearbook Advisor
South Brunswick High School
750 Ridge Road
Monmouth Junction, NJ 08852