



Congratulations on your student becoming a senior at Capital High School! The *Capital Dome* is now accepting orders for senior ads. These ads give you the opportunity to express your love, pride, and congratulations for their high school graduation.

Ads sizes and prices:

(price includes the purchase of a yearbook):

Full Page	\$415.00
1/2 Page	\$285.00
1/4 Page	\$185.00
1/8 Page	\$125.00

Designs, Guidelines & Ordering:

On the next page are the available ad layouts. Order forms are on pages 2, 3 and 4. ***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. We will guarantee an ad for you as long as you meet the deadline.

● **Deadline: Tuesday, October 3, 2017**

The order form, photos, text and payment for your child’s ad are due on October 3, 2017. **Late ads have a \$5 fee.**

Orders placed and paid prior to **Monday, September 18th** receive a free namestamp on the front of the yearbook.

Thank You!

We thank you for your patronage! If you have any questions, please e-mail or call the yearbook office, listed above.

Capital High School Yearbook Staff

Guidelines & Instructions *for ad submission*

- Select the ad size. Using the sample layouts, choose the design number within that size. Changes may be made to these designs with prior approval of the yearbook advisor and/or editor, if it would benefit the layout.

Photos:

- Each ad contains a number of photos; supply up to the allowed number of photos listed on the ad guidelines (note: sometimes less is more). If extra pictures are included, the staff will decide which one(s) to exclude.
- • Photos need to be submitted digitally (CD, Jump Drive, emailed). Digital resolution **MUST** be at 300 DPI. Ads submitted with hard copy images will be charged a **\$5 scanning fee.**
- Label the file names or backs of the photos with the placement number-- i.e. “1” “2” “3.” 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” the picture to its best advantage.
- Do not send the original copy of any photo you value; we cannot guarantee its return. You can bring in a photo for us to scan (**\$5 fee**), or you can 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.

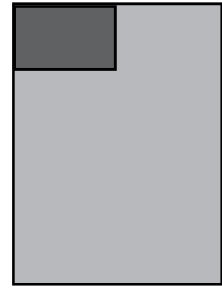
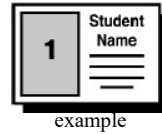
Text:

- The words you want to include in your ad are called “copy.” Please write (print) your copy legibly on a separate piece of paper, or you may type and print it and attach it to the form, or e-mail it to capitaldomeyearbook@gmail.com with the student name as the subject.
- We will choose a font (typeface) for your copy when we compose your ad. We will transfer your copy exactly as it is written to the ad. Double check your spelling and grammar.
- 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. We have added guidelines for the maximum amount of words for each ad size.

The Capital Dome 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.

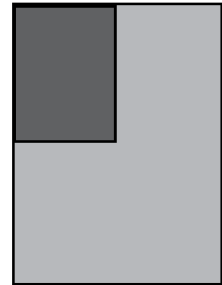
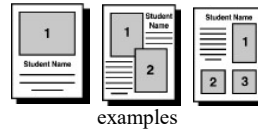
EIGHTH PAGE AD

- *Approximate dimensions: 3-3/4" wide x 2-1/2" high*
- *Submit 1 photo*
- *Maximum of 25 words*



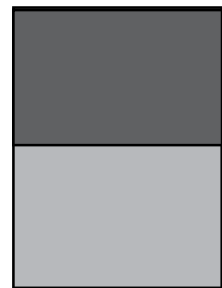
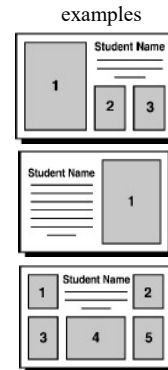
QUARTER PAGE AD

- *Approximate dimensions: 3-3/4" wide x 5-1/4" high*
- *Submit 1-3 images*
- *Label or mark the photo you would like as the MAIN photo.*
- *Maximum of 60 words.*



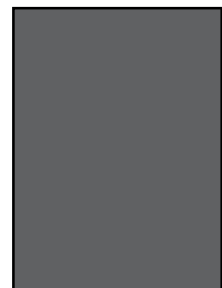
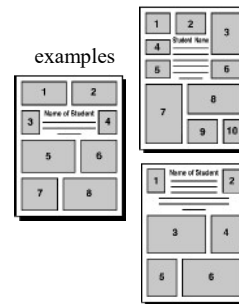
HALF PAGE AD

- *Approximate dimensions: 7-1/2" wide x 5-1/4" high*
- *Submit 1-7 images*
- *Label or mark the photo you would like as the MAIN photo.*
- *Maximum of 80 words.*



FULL PAGE AD

- *Approximate dimensions: 7-1/2" wide x 10-1/2" high*
- *Submit 1--12 images*
- *Label or mark the photo you would like as the MAIN photo.*
- *Maximum of 100 words.*



Words/text to be included in your ad (you may also email photos and text to capitaldomeyearbook@gmail.com but please state below that it was emailed):

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

Mailing Address--Street or PO

City

State

Zip

Work Phone

Home Phone

Email Address

Is this ad supposed to be kept secret from your student?

Yes

No

(photos/discs may be returned to student when ads are completed if it is not a surprise)

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

Types of Ads/Size – Check one ad size.

Full Page\$415.00

1/2 Page\$285.00

1/4 Page\$185.00

1/8 Page\$125.00

Number of pictures submitted

Main photo is marked/labeled

Scanning Fee (if submitting hard copy photos)\$5.00

Late Fee (after October 3)\$5.00

Any Yearbook additions (Steps 2-5 under pricing from the next page).....\$

Total Amount\$

Payment:

Cash included

Check included

*–make check payable to
Capital High School*

Credit Card (fill out and return this form for online orders)

Go to yearbookforever.com (yearbooks and baby ads must be purchased separately when purchased online)

Paid for Yearbook online

Paid for baby ad online

**free namestamp will be reimbursed via a school check. Check out with the namestamp option when purchasing the yearbook online. Otherwise, turn in purchase form for yearbook in person.*

\$ (amount enclosed or paid online)

I have [included / emailed] the text I want to include on the baby ad. I realize the wording and spelling of the text will be put into the ad EXACTLY as I have written it.
(circle one)

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

(Customer Signature • Date)

Mail: Capital High School, ATTN: Yearbook, 100 Valley Drive, Helena, MT 59601 or deliver to Capital High School.

2017-2018 yearbook order form Capital High School

Quantities are limited – place your order before 10/03/2017

100 Valley Drive, Helena, MT 59601

Two ways to order a yearbook:

1. Go to yearbookforever.com, select our school and pay by credit card, debit card or PayPal.
2. Complete this order form and send it with a check or money order to school.
Please make the check payable to Capital High School.

Student Name: _____

Parent Name: _____

Grade: _____

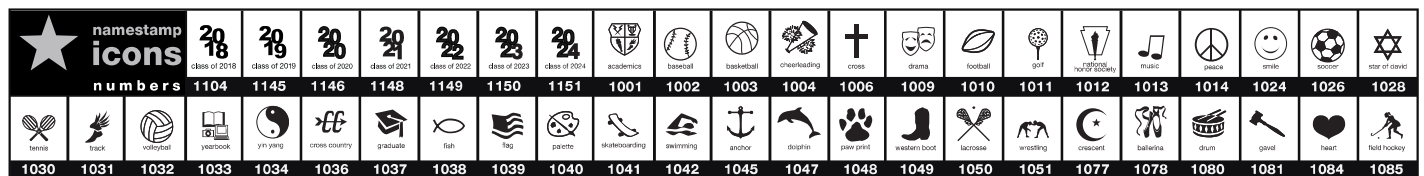
Phone: Home _____ Cell _____

Homeroom: _____

Email: _____

Namestamp

Add personality to their yearbook by including their name and choice of icons on the cover.
Choose up to five icons with one line of text, or one icon with two lines of text.



Layout 1

text line one

starts at

\$ 8.00

Layout 1 comes with one line of text and up to five icons. Icons are an additional charge of \$ 5.00 each.

text: | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32

* icon number * icon number * icon number * icon number * icon number

extra 5.00 extra 5.00 extra 5.00 extra 5.00 extra 5.00

I want my name in ALL CAPS (Otherwise all namestamps will have the first letter capitalized and others lowercase, unless this box is checked).

Layout 2

text line one

text line two

starts at

\$ 15.00

Layout 2 comes with two lines of text and up to one icon. Icons are an additional charge of \$ 5.00 each.


text 1: | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32


text 2: | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32

* icon number

extra 5.00

Deadline to order @ \$65: 10/03/2017
Price increases to \$75 on : 10/04/2017

 **Order online:**
yearbookforever.com

 **Order at school:**
Send this order form with check or money order to Mrs. Selch, room 216, or the bookkeeper's office.

For office use only:

Amount Paid _____

Cash Date _____

Check Check # _____

Money order

Money Accepted by: _____

Recorded in Walsworth by: _____

Pricing

Yearbook Personalization and Additional Options

- Namestamp layout number / price: \$ _____
- _____ extra icons * at (\$ 5.00 each)total: \$ _____
- Clear Book Protector (\$ 5.00 each) \$ _____
- Autograph Supplement (\$ 5.00 each) \$ _____
- Year In Review (\$ 5.00 each) \$ _____
- Current events supplement

3001

Walsworth yearbooks
yearbookforever.com

Total: \$ _____

Transfer this amount to the spot labeled, "Any Yearbook Additions" on the baby ad form.