

September 22, 2009

Dear Parents and Guardians of Bellingham High School Seniors in the Class of 2010

Senior pictures in full color for the yearbook are due by November 1st.

You may use the photographer of your choice. Most professional photography studios almost always send the image directly to the yearbook staff, however it never hurts to ask. You may submit a full color photo or digital image taken by a non-professional. If you do, please note the following guidelines:

1. Picture size in the yearbook will be 2 inches by 1 ½ inch. Head size in the photograph should be 1 inch from the tip of the chin to the top of the head. This means that we need an image that is fairly close up.
2. **DO NOT CUT THE PHOTO!** We will electronically crop the image to fit.
3. We will not include drawings, caricatures, or inappropriate poses. Please refer to previous senior class pages for reference.
4. You may submit a color digital image as a 300 dpi TIFF saved in CMYK mode. IBM PC format is preferred. A black and white photograph would be submitted as a grayscale 300 dpi TIFF. Save on disk or CD. You can also e-mail the senior portrait digital to me at BHS as a JPEG attachment. If you e-mail a digital to me, you **MUST** follow up with a separate e-mail with no attachment requesting confirmation that the image was received in useable form.
5. Include a stamped self-addressed envelope if you want your loose photo returned. Because of the color pictures and pages of the senior section we have an early deadline, it is important that you meet it with useable material.

A Yearbook staff photographer will take Senior Class section portraits that meet our requirements at no charge at BHS in the fall. A reservation sign up sheet will be in the main office in October.

You may call yearbook advisor Paul Berg at (360) 676-6575 ext. 7154 if you have any questions, or you are welcome to stop by the classroom, room 145 during regular school days. E-mail to pberg@bham.wednet.edu is recommended. Receipt is not guaranteed; so, if you e-mail a digital to me, you **MUST** follow up with a separate e-mail with no attachment requesting confirmation that the image was received in useable form.

Sincerely,

Paul Berg,
Yearbook Adviser

Optional grad ad information is on the reverse side.

Parent Grad Ads can consist of photos, artwork, words, and almost anything you wish to put in your space. Last year's yearbook grad ad section can guide you. You may submit Parent Grad Ads on a zip disk, 3 1/2" floppy, or CD, (IBM format preferred) (all scanned photos must be at 300 dpi), loose photos with notes on how to arrange the page, or you can send a finished printed copy of the ad that we will then scan. Ads done in Microsoft Publisher will need a copy of all digitals as separated files as we need to process them to match your layout. Please do not cut your photos; we are able to do this electronically. Just indicate the part of the photograph you want included. Photos will be scanned and returned by mail or student. You may also bring in your materials and work with a yearbook staff member to create your Grad Ad. If assistance is needed, contact the Yearbook Adviser at Bellingham High School. E-mail to pberg@bham.wednet.edu is recommended. Receipt is not guaranteed; so, if you e-mail any material to me, you MUST follow up with a separate e-mail with no attachment requesting confirmation that the image or material was received in useable form.

**All color images and artwork will be converted to black and shades of gray in the yearbook!
Please do not print words on the photos!**

Graduate Advertisement NEW Contract for the 2010 BHS Yearbook

Student Name _____

Please check one of the following lines to indicate the size and deadline date you would like for your Grad Ad. (One contract per student please).

Prices if **all** material is received by **December 7th** **Check here if you want a proof:** _____
_____ 1/4 page: 4 1/2" by 6" horizontal (only) = \$50 (1-4 pictures, art and words to fit).
_____ 1/2 page: 6" by 9" vertical (only) = \$80 (1-8 pictures, art and words to fit).
_____ Full page: 9 by 12 horizontal (only) = \$130 (1-16 pictures, art and words to fit).

Prices if **all** material is received by **February 1st** **Check here if you want a proof:** _____
_____ 1/4 page: 4 1/2" by 6" horizontal (only) = \$60 (1-4 pictures, art and words to fit).
_____ 1/2 page: 6" by 9" vertical (only) = \$90 (1-8 pictures, art and words to fit).
_____ Full page: 9 by 12 horizontal (only) = \$140 (1-16 pictures, art and words to fit).

Prices if **all** material is received by **March 3rd** **(NO proofs or changes are available)**
_____ 1/4 page: 4 1/2" by 6" horizontal (only) = \$70 (1-4 pictures, art and words to fit).
_____ 1/2 page: 6" by 9" vertical (only) = \$100 (1-8 pictures, art and words to fit).
_____ Full page: 9 by 12 horizontal (only) = \$150 (1-16 pictures, art and words to fit).

Is this a *surprise* Grad Ad? __Yes __No

Your Student's Name (as will appear on the Grad Ad):

Payment type: (Please check one) Check _____ Cash _____ Money Order _____

Please bring all contract forms and payments to Shelly Colglazier, ASB bookkeeper in the ASB/Business Office at BHS during regular school hours.

Signature of Parent(s): _____
Please print your name: _____
Your phone number(s): _____
Print mailing address: _____