

Salmagundi

www.SeminoleYearbook.com

Dear Seniors and Parents,

Congratulations on stepping-up to your senior year at Seminole High School! It will be a very busy year, and the 2019 Salmagundi Yearbook Staff would like to make sure you are aware of the yearbook deadlines that affect you as a senior and senior parent. Please understand that we have contractual deadlines with our yearbook publisher throughout the year, and do not want you to miss out on being a part of your senior yearbook. Please read through the information below, and feel free to contact me with any questions or concerns you might have.

Yearbook Portraits: Plan to take your senior portraits for the yearbook at Leonard's Studio at 114 Wilshire Blvd in Casselberry, FL 32707. You will be receiving a postcard in the mail with an appointment time. You may also schedule your appointment online at www.leonards.com. Leonard's offers additional photo packages as well, but only the yearbook pose is required through Leonard's. If you cannot make it to the studio, the Leonard's photographers will be on campus on September 19 as a courtesy for any senior unable to visit the studio. The studio will remain open until September 22 for senior portraits. This will be your last opportunity to have your senior portrait in the yearbook! September 19 will also be the deadline to choose your favorite pose for the yearbook. You will not be able to select your portrait pose if you have your portrait taken after **August 25** (the proofs will not be ready for you to select in time before September 19 for our publishing deadline). Therefore, we encourage you to schedule your appointment at the studio as soon as possible. There is a \$10 sitting fee both at school and at the studio for the yearbook photo.

Yearbook Sales: The 2018 yearbooks will go on sale at www.SeminoleYearbook.com on July 1 for \$65, and will be on sale on-campus during textbook and schedule pick-up (time and location TBA). This is at least a \$20 savings as the price will increase throughout the school year. There will be many expenses at the end of the year, so take advantage of these savings now. Seniors also get a FREE nameplate for their yearbook during this sale (\$5 value)!

Senior Tribute Ads: The deadline for Senior Tribute Ads is Thursday, October 18. Space is available on a first come/first serve basis only, and can only be reserved with a completed application, photos and payment. Start sorting through and selecting your photos now! Please see the ordering information and instructions attached or on SeminoleYearbook.com. Only complete applications with high-resolution digital photos and payments will be accepted (see attached for specifics). Online submission and payment is also available at www.SeminoleYearbook.com. Completed applications may be dropped off at the bookkeeping office during school office hours, or mailed to:

Seminole High School
2701 Ridgewood Ave.
Sanford, FL 32773
Attention: Yearbook

If you have any questions or concerns please feel free to contact me anytime. Email is preferable. The yearbook staff and I look forward to working with you!

Sincerely,

The Salmagundi Yearbook Staff

Salmagundi

www.SeminoleYearbook.com

Purchasing a Senior Tribute or Business advertisement online:

1. Go to seminoleyearbook.com and scroll to the bottom of the home page. Click on the “buy it here!” link.
2. Type “Seminole” in the school name box. Select Seminole High School in Sanford, FL.
3. Select “Buy Business Ad” or “Buy Senior Ad”.

4. Business Ads: Choose how you want to design your ad, the size, and follow the directions on the website for uploading and/or designing.

Senior Tribute Ads: The yearbook staff will design all senior ads. Simply follow the directions on the website for uploading your images. We’ll take care of the rest!

5. Proceed to checkout and enter payment info. Major Credit Cards and PayPay are accepted online. There is a \$5.00 service fee. Follow the prompts to finalize the sale.

ADS CHECKLIST - Please READ BEFORE picking pictures

AD SPECIFICS: Please type and include one or both of the following choices:

- Parent/family message to student
- Inspirational or memorable quote (ie. author quote, biblical verse, short poem, song verse, etc...)

AD TIPS: Please make sure you read the information below, it will help alleviate problems. Please use this as a check list for your ad. All ads must be correct to be accepted. Payment and pictures do not guarantee ad space.

General Info -

- If this is a surprise for your child, please indicate on the front of this sheet, just in case we have questions.
- All writing (copy) should be typed to guarantee proper wording. Please submit your Word document on the CD with the photos.
- The yearbook ads staff will design the pages; collages will NOT be printed.
- Get your materials together quickly. There are a limited number of pages.
- You must pay in full when purchasing an ad.
- Incomplete ads will NOT be accepted.
- Late ads will NOT be accepted.

Regarding pictures -

- If you have a picture in mind to be dominant, please indicate the file name on the contract form.
- Digital pictures must be submitted on a CD, pictures must be original family pictures (not scans of professional prints). Please submit in JPEG format.
- Digital photos must be high resolution (300 dpi). Images from Facebook and other websites will NOT work. Generally if pictures have a 1 MB or higher memory they will work.
- All photos must be digital. No hard copies will be accepted. Submit original digital, unedited photos on a CD or jump drive. We can crop images if you want something or someone out of a picture.
- Copyrighted pictures like Glamour Shots, Olan Mills, etc., will NOT be printed, even with written permission. (Look on back of photos for "Reproduction Prohibited" or "Copyright Protected" or © on the front.)
- Please choose photos free of hand signs, solo cups and alcohol.

Proofs -

- We will send you a proof of your ad via email. You will have 48 hours to respond and make corrections. This proof is to ensure all pictures are on the page, the student's name is spelled correctly and the message is correct and free of errors.
- We assume you originally submitted pictures you want to be in the ad. In the event you wish to change a picture after they have been accepted or in the proof stage, there will be a \$20 fee per picture.

Returning items -

- We will not return CDs or jump drives unless specifically requested to do so. Please provide a self-addressed stamped envelope (appropriate for mailing a CD/jump drive) with your materials to have it returned.

PLACING THE ORDER: Please submit all senior ad materials (contract, Photo CD, typed message, and payment) to Seminole High School (Bookkeeping Office) Attn: Yearbook or visit www.SeminoleYearbook.com for online payment and submission options.

DEADLINE: EVERYTHING must be received by Thursday, October 20, 2018 (by availability)

Salmagundi

www.SeminoleYearbook.com

DUE BY OCTOBER 20, 2018 by availability

Student's Name: _____

Contact Person: _____ Contact Phone: _____

Home Address: _____ Zip: _____

Contact Person Email: _____

(We must have for questions/concerns/proof. You will have 48 hours to respond to proof email.)

SENIOR AD PRICES:

Please check the box to indicate the Senior Ad option you are ordering.

Do NOT enclose copyright protected pictures.

We can print pictures taken by Leonards.

AD STATUS:

Surprise

Child is aware of the ad

Price	Size	# of possible pictures
<input type="checkbox"/> \$360	Full page	1-11
<input type="checkbox"/> \$240	1/2 page	1-7
<input type="checkbox"/> \$150	1/4 page	1-4
<input type="checkbox"/> \$95	1/8 page	1

Number of digital pictures enclosed = _____ (No hard copies accepted)

Do you wish to use the Leonard's yearbook pose in the ad? Yes No

DOMINANT PHOTO: Please choose one for me I would like to use _____
write file name of photo here

PAYMENT: All ads must be PAID IN FULL and include all materials with the order.
 Please make checks payable to Seminole High School. Total Payment Amount enclosed: _____
 Please be sure to write your child's name and your phone number on the check.

SIGNATURE: I have read the conditions regarding my child's ad and understand that if any part is incomplete or not correct, I will not be saved a space. Pictures and payment alone do not guarantee me an ad. I also certify that all pictures are original, non-professional, non-copyright protected pictures. All ads are designed by the Salmagundi staff.

 Signature of advertiser/Date

Please make a copy of this contract for your records, as one will not be mailed to you.

Staff use only:

Date Payment received: _____	Amount paid: _____	<input type="checkbox"/> Proof Received Date: _____
<input type="checkbox"/> Receipt sent	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Cash
<input type="checkbox"/> Proof Emailed	Date: _____	Staffer initials: _____
<input type="checkbox"/> Pictures returned	Date: _____	Staffer initials: _____
	Date: _____	Staffer initials: _____
		<input type="checkbox"/> Approved
		<input type="checkbox"/> Approved with corrections
		<input type="checkbox"/> Not approved