

September, 2011

Dear Senior Parent/Guardian,

Congratulations to you and your senior! The Auroran Yearbook Staff would like to inform you of some important deadlines for seniors concerning the yearbook. There are 3 very important sections to read in this letter:

1. Senior Picture Information for the Yearbook
2. Ads for Grads – childhood picture information
3. Senior Activity Survey- have senior fill out with activities they were in or plan on being in.

Senior Pictures for the Yearbook – Due November 11, 2011

If you selected a photographer from the list in the spring, the photographer will submit the photo on time once you have placed your order. But please check with the photographer to see if they sent in your picture, otherwise, the deadline for submitting senior photos for the 2012 Yearbook is **November 11, 2011**. Photos received after this date cannot be guaranteed a place in the yearbook. Please mail your senior photo to the above address, drop it off to Mrs. Brown (Rm 230) or bring it to the Attendance Center.

Please take the following guidelines into consideration when choosing your yearbook picture:

1. The photo **must** be shoulders and head only (no full length body shots).
2. There should be no other person.
3. There should be no dramatic filters used (the photo looks blurred next to others).
4. The photo must be in the “portrait” orientations (photographers will understand). Absolutely NO “landscape” (horizontal) photos will be accepted.
5. The yearbook staff has the right to deny photos that do not meet the above criteria.

Many photographers can also send the photograph digitally. Please have the photographer contact me for submission instructions.

We are now a spring delivery book. In order to accommodate for prom, graduation, spring and summer sports, a 16 page supplement will be made and available in the fall to insert in the book.

Thank you for making this yearbook a success. If you have any questions or concerns, please contact Katie Brown at klbrown@muscatineschool.org or 563-263-6141 ext. 1454.

Sincerely,

Katie Brown
MHS Auroran Yearbook

Senior Ads for Grads form

Return to Katie Brown at MHS by
October 21, 2011

Ads for Grads – Childhood Pictures – Due October 21, 2011

It's time to get those Childhood Memories ready for the yearbook. Attached to this letter is the form we need filled out to include your senior in the yearbook. The deadline is October 21, 2011. Please make a note of this and get your ad in as soon as you get this letter. No ads will be accepted after October 21, 2011.

Ads for Grads Instructions:

1. Select the photos to be included. DIGITAL COPIES OF THE PHOTO ARE PREFERRED, email the highest quality digital copy to klbrown@muscatineschools.org in tif or jpeg format. Please include the child's name on the file. If you cannot submit a digital copy a hard copy is fine and will be returned to the senior.
2. Select a layout for your photos.
3. Write a message to the senior.
4. Include \$35 for the ad.
5. Fill out form and submit all items to Katie Brown at MHS by October 21, 2011.

Step 1: Select your favorite photo for your ad. Photos will be returned to the seniors during the spring semester. If you choose to scan your photo, please scan in the highest resolution and email it to klbrown@muscatineschool.org.

Step 2: Select the layout that will work best for your photo. Layouts are the actual size of the ad.

Student Name	
Your Message will go here. Please limit the message to 150 letters, spaces, and punctuation.	Photo

Layout 1 _____

Student Name	
Your Message will go here. Please limit the message to 150 letters, spaces, and punctuation.	
Photo	

Layout 2 _____

Step 3: Write your message to your senior. Messages that are too long will be shortened to fit. Please see the layout for the message guidelines.
Your Message: Limit of 150 letters, spaces, and punctuation.

Step 4: Include \$35 for the ad. Please make checks out to Muscatine High School.

Step 5: Fill out the information below.

Senior Name: _____

Name of person submitting ad: _____

Address of person submitting ad: _____

Phone Number of person submitting ad: _____

Email address of person submitting ad: _____

Step 6: Submit everything to Katie Brown at Muscatine High by mailing it to 2705 Cedar Street, dropping it off at the attendance office or dropping it off in Room 230 on or **before October 21, 2011**. Or email the digital copy of the photo and the information to klbrown@muscatineschools.org.

Thanks!

Katie Brown
MHS Auroran Yearbook Advisor and staff

All forms will also be available on our website MHSTODAY.COM to download!