

Contract Terms

DESIGN

The yearbook is designed using Photoshop CC and InDesign CC. The yearbook staff will design your ad for you. If you have specific design ideas or requests, please include a sketch and we will do our best to accommodate your wishes. Please indicate if you want photographs to be black and white; otherwise, all color photos will be printed in color

PHOTO REQUIREMENTS

- All photos must be a duplicate, no original (photos will not be returned). No copies from ink jet, laser or digital printers.
- We recommend you scan your original image(s) and burn it to a CD. This service is provided at many local photo developing centers.
- Digital or scanned photos must be 300 dpi JPEG format submitted on non-returnable CD's.
- To insure the best quality, avoid cutting or cropping photos.
- NO collages or pre-drawn ads will be accepted.

STUDENT PUBLICATIONS

- In buying this ad, the buyer is aware the ad is a student created product in an academic production class. Errors can and will occur.
- The school, administration, adviser, faculty, students, publisher, or photo studio(s) are not libel for errors, missing information, photos or lost materials.
- Digital media or technology malfunctions can and will occur causing lost data. No refunds or reprints will be made.

COPYRIGHT LAWS

- Copyright laws require all quotations be credited by original author or be quoted by "Author Unknown."
- A maximum of 4 lines of a copy written song, poem, etc. may be printed without authorial consent and must remain in the original text. Material written prior to 1920 is exempt (i.e. Shakespeare, Bible verses, ancient Greek words).

**All Orders must be placed by
December 1, 2019. All Images must
be submitted by December 2, 2019.**