**Senior Advertisement Order Form**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Placing Ad \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We will be calling between 12  and 2 pm weekdays, if necessary. Please provide us with the phone number and e-mail address best for contacting you during these hours.**

**Please check the appropriate space**

Full Page (8¾” by 11¼”) $400\_\_\_

Half Page (8¾” by 5⅝”) $260\_\_\_

Quarter Page (4¼” by 5¾”) $175\_\_\_

Eighth Page (4¼” by 2¾”) $115\_\_\_

**Please pay for your ad at  knoxschools.schoolcashonline.com**

As soon as we receive payment, we will begin working on your ad.

Background color?\_\_\_\_\_\_\_\_\_Are pictures included?\_\_\_\_\_\_\_\_\_  If so, how many?\_\_\_\_\_\_\_\_\_

Directions for submission:

1. On the back of this paper, please lay out how you want your senior’s ad to appear in the yearbook.
2. Use a full-sized piece of paper for a full-page ad; use a half-sized sheet of paper for a half-page ad.
3. Draw placement boxes for pictures you wish to be placed on the ad. Please put a description of the photo in the box to help us match them.
4. Suggestion: we can fit about one picture with moderate text per every eighth of a page. Please be mindful that while we can reduce pictures size and font size, we recommend not overloading the ad with pictures, as it will detract from the ad as a whole.
5. If you wish for your child’s name to appear on the ad, please place it in your layout, as well as any text you wish to appear.
6. We do not have the same font collection as Microsoft Word. Please choose fonts from the font sheet and indicate your choices on your layout.
7. Font suggestions are available on Bearden’s website under “Yearbook Information”

**THE DEADLINE FOR SENIOR ADS IS FRIDAY, OCTOBER 28, 2023**

