**Senior Ad Information and Order Form 2015-2016**

**KHS Senior Ad Order Form**

*Please complete this form* ***in full*** *– please print/type and submit via email to* *awilhite@alcornschools.org**.* ***Subject of email should be senior name and senior ad. Example: John Doe Senior Ad. This form may be downloaded directly from the KHS website to attach to email, can be scanned to attach or can be requested by email.***

Name of Senior(s) in the ad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name and Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address of **primary contact**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of Ad & Cost, please check **one** below:

**1/8 page, $25 \_\_\_\_\_\_\_\_\_**

**¼ page, $40\_\_\_\_\_\_\_\_\_\_\_\_\_**

**½ page $75\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Page $150\_\_\_\_\_\_\_\_\_\_**

Number of photos submitted by email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the box below, please write (or attach) any writing you would like to have appear in the ad. This includes names, messages, etc.—

Guidelines

The following guidelines are suggestions for optimal layouts by size of ad,

1/8 page: 1 picture, student name, 1-2 lines of text

¼ page: 1-2 pictures, student name, 1-3 lines of text

½ page: Up to 5 pictures, student name, 1-5 lines of text

Full Page: Up to 8 pictures, student name, 1-7 lines of text

It is important that you submit your photos **by email**. We upload them directly to the pages that we submit digitally – therefore, we are unable to include actual pictures. If you only have hard copies of the photo, please use a scanner to scan them in to a digital file or take them to a photo processing store that can upload them to a CD for you. We do not have this capability ourselves so you will need to handle this part of the process on your own.

Questions: Angi Wilhite, email: awilhite@alcornschools.org