

Reno High School *Re-Wa-Ne* "Diapers to Diplomas" Order Form

395 Booth St., Room GB7, Reno, NV 89509

Call us or e-mail us for a 20-minute scan & discuss appointment: Phone: (775) 321-3133 E-mail: rewaneyearbook@yahoo.com

Student Name: _____ Appointment time/date: _____ / _____

Parent Name: _____ Contact Phone # _____ e-mail _____
(**required** to receive PDF proof)

We'd love it if you printed this form, completed it, and brought it with you.

Please send in or hand-deliver **with an appointment** all your photos and this form to the school at the address above.

If you do not make an appointment, please call to confirm receipt of your materials.

We will send you back a proof in PDF form. Please call if you have any questions.

- We prefer you bring in your photos during an appointment and discuss with us the top three choices you have for the "background" photo. We will scan and return them to you immediately. Once we have reviewed the materials you have brought in, we will create each space to fit the photos we are given.
- **We CAN NOT print more than a single sentence from any literary work.** Please refrain from quoting books, poems, songs, etc. in your message to your child. **Your own words will mean far more than anyone else's** to your child. (The *Holy Bible* is an exception because it is not copyrighted.)
- Please remember we **cannot accept bare chests on girls or bare bottoms on boys and girls**, nor can we accept "on the potty" or "in the bath" photos. If you submit one of these photos, we will automatically crop everything out except the child's face. We cannot accept copyrighted materials, so please make sure you obtain a copyright release for any professional portraits.
- Excessive text in the message will result in small text size. We use only our book's standard fonts for the year.
- You must turn in all materials (photos, message, payment) simultaneously. We cannot hold spaces. All materials must be ready to create the space on the date you submit. We can take payments with a 50% deposit at time of submission and 50% due when we send you your proof and you receive it. We **cannot** take credit card payment unless you come in during school hours and meet with Jeanine Mortensen (school finance office) to set that purchase up with her.
- Please do not write on the backs of your photos in ink. Use grease pencil (lip liner or eyeliner will do) to avoid ruining your photographs. If you do not make an appointment, please **clearly label each photo on the back with student's name**. You may also use sticky notes, but make sure the ink is dry before placing them. **Appointments are the best way to make sure you leave with those irreplaceable photos.**
- If you would like to, you may design your own space, but you must provide it to us on CD, DVD, or USB drive (we cannot accept small floppy disks) in PDF, TIFF or JPEG format exactly as you want it printed, leaving space for the student's full name in the space's box. Please include all photos as separate files on the CD in case we have any linkage problems. *Call for additional information on this kind of submission before sending it in. Please DO NOT design your space in any program other than InDesign, PageMaker, or Photoshop.*
- Because we send out proofs on every space, we will not give any kind of refund (partial or entire) for errors not corrected in writing by the purchaser within the given proofing period. Proofs are your opportunity to make sure what we print is what you want printed and what we are able to print.

Neatly type the message for your Diapers to Diplomas space in your e-mail to us at rewaneyearbook@yahoo.com
(or include it with your hand-delivered submission)

STANDARD submission begins September 10, 2010 and ends October 28, 2010 at 3 p.m.

LATE submissions may be accepted (only as space allows) until Friday, Nov. 19, 2010 at 3 p.m.

Late fees: (ADD this amount to regular price) \$160 for full page / \$80 for 1/2 page / \$40 for 1/4 page / \$20 for 1/8 page

Number of pictures submitted: _____ Approximate number of words in text: _____ All designs are customized.

Size ordered:	FULL \$650	HALF \$325	QUARTER \$165	EIGHTH \$85
What will fit in it:	1-10 pics, 10-75 words	1-6 pics, 10-50 words	1-4 pics, 10-25 words	1-2 pics, 10-25 words

Attention Re-Wa-Ne staffers... We did not have an appointment. Please return the photos to the following person at this address:

Name _____ Phone Number(s) _____ cell# _____

Address _____ City _____ ST _____ Zip _____ e-mail _____

Circle one:

*** This space is a surprise- DO NOT MENTION IT. **Or** ***My senior knows the contents, you may show it to him/her.