

SENIOR HIGH YEARBOOK INFORMATION

Senior photo retakes are 9/21 and 9/24 at school. Please call Erica at Island photo for appointments. (516) 767-1234

All orders are placed online at yearbookforever.com Choose the high school yearbook. Our yearbook is a 288 page custom book in full color. The high school yearbook costs \$100. You can order on 10/1.

CLASS OF 2013 SUBMISSION DEADLINES

OCT 3

Prom Group Shots Up to 3 group shots per family

Baby Pictures Only one please

Back in the Day Up to 3 group shots of CSH students enjoying elementary-school-age activities
There is no charge for any of the above photos to get placed in the yearbook; we include as many as we can.

OCT. 10

**Dedication Pages- See the next page for specific Dedication guidelines.
Dedication pages must be submitted separately.**

SENIOR QUOTES ONLY should be e-mailed, in the body of the e-mail, to klevy@csh.k12.ny.us, by October 10th.

Late quotes will not be accepted. The deadline will be in the announcements next week.

All quotes must be appropriate for the wide audience of students, families, grandparents, and faculty who enjoy the book. It is traditional to pick something that will inspire and uplift.

GENERAL SUBMISSION GUIDELINES

- No files may be e-mailed.** The volume crashes my in-box. We get close to 2 thousand images!
- ONLY CDs will be accepted.** Sorry, but we cannot accept flash drives or camera cards, or interrupt classes to copy files from any kind of device. Submissions are not returned.
- JPEGs only.** No Word, PDF, or PSD formats can be accepted- the online design program cannot process them.
- Actual photos may be submitted, however...**
- NO submissions will be returned. Please do not give us your only copy of anything.**

Every filename, and physical CD, must bear the students name and category.

Each individual photo must be labeled on the back with students name and category.

Submissions are not processed here, and if you only label the envelope- that will get discarded, we may not know whom the photo belongs to, *and we will have to leave it out.* The yearbook typically receives close to two thousand photo submissions.

Students may drop-off submissions in Art Room A-6, to Mrs. Levy, when I am present.

If I am not there you may leave your submission in my mailbox. Questions? Contact Mrs. Levy at klevy@csh.k12.ny.us

DEDICATION PAGE INFORMATION & CONTRACT

What is a dedication page? It is a full-color tribute to your student, with pictures through the years, the student's name, and words of love and congratulations. A dedication page is where family or friends are able to wish a student good luck in the future or to celebrate a student's achievement. You can make the page yourself, or hire an agency to make one for you. Any business, group, parents, family member, or group of friends can purchase a page.

\$650 spread \$350 full page \$200 half page \$125 quarter page
Please make the check out to Cold Spring Harbor HS.

Dedication Page Contract, Fees, and Artwork, must all be handed in at the same time, by 10/10.

What size is a dedication page? A MEASUREMENT GUIDE is at the end of this document.

Paper submissions- Hi-resolution/quality printout of your design, to the correct size. Please do not send anything that has loose or tacked down items on it. They rarely stay intact. A MEASUREMENT GUIDE is at the end of this document.

DIGITAL "DEDICATION" SUBMISSION GUIDELINES

ONLY CDs will be accepted.

Sorry, but we cannot accept Flash drives or camera cards, or interrupt classes to copy files from any kind of device. We get well over a hundred dedications! I cannot accept files via e-mail- it crashes my in-box.

The Dedication page should not have anything else on the CD.
It is processed separately, so please submit it separately.

The physical CD must be labeled, in sharpie, with the student's full name, and "DEDICATION".
Submissions are not processed here; envelopes and cases get discarded when they are processed.

JPEG format ONLY, to correct size, 300ppi
No PDFs, raw, Word files, InDesign files, PNG, GIF, PSDs, etc.
If you are unsure how to do this, then you should submit a printout of your page instead.

Unfortunately, since there are well over 100 dedication pages, I cannot personally assist parents with how to create the JPGs, resize, burn CDs, change resolution, etc.
A MEASUREMENT GUIDE is at the end of this document.

Where can I get one made?

The following businesses have helped parents create yearbook dedication pages in previous years and may be of service to you.

Artworks: (631) 424-3680, 288 New York Ave., Huntington, NY
Country Printer (631) 421-0258, 716 New York Ave., Huntington, NY
Minuteman Press: (631) 427-1155, 46 Gerard Street, Huntington, NY
Image Arts Etc.: (631) 427-3920, 550 New York Ave. Huntington, NY

Dedication Page Contract, Fees, and Artwork, must all be handed in at the same time, by 10/10.

DEDICATION PAGE CONTRACT

Harbor Tide, c/o Kristine O'Malley-Levy
82 Turkey Lane, Cold Spring Harbor, New York 11724

Full Name of Student: _____

Full Name of Person Placing Ad: _____

Address: _____

City: Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

•PARENT E-MAIL ADDRESS REQUIRED FOR RECEIPT: _____
(Please print clearly)

Please circle all that apply

2 Page Spread: \$650 Full Page: \$350 Half Page: \$200 Quarter Page: \$125

Checks should be made out to "Cold Spring Harbor High School"
Please make sure to write the student's full name in the memo section of the check.

To avoid mishaps, Submission (CD or Printout), Contract and Fee must all be handed in at the same time.

THE DEADLINE IS OCTOBER 10TH.

If you have any questions, please contact Mrs. Levy at klevy@csh.k12.ny.us

Staff Only

Contract fully completed: _____

Payment Enclosed: _____

Dedication Enclosed: _____

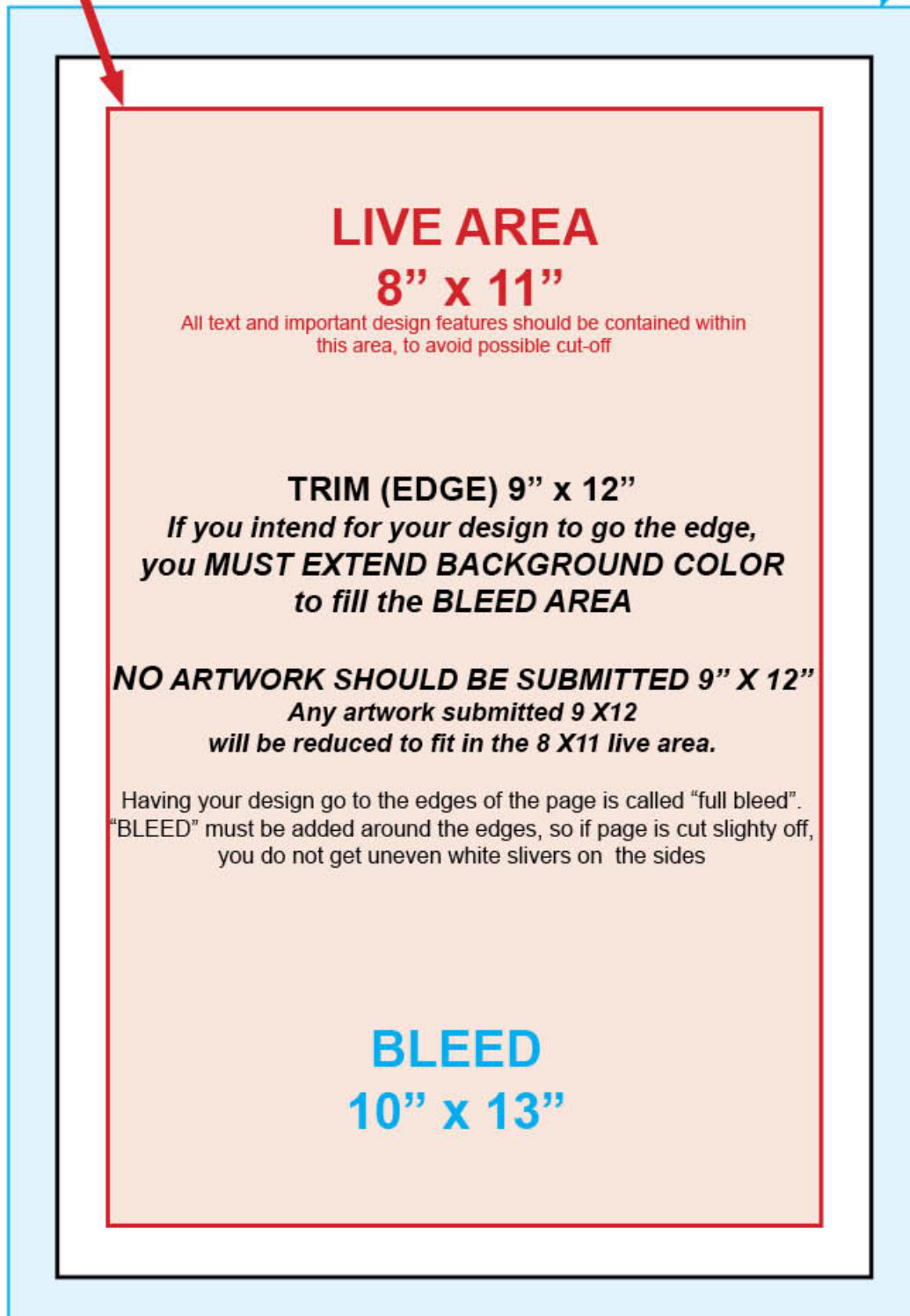
Date Received: _____

SINGLE PAGE MEASUREMENTS

If you want a white border around your page, make it 8 x 11.

If you want your page to go the edges, make it 10 x 13,
with important text /design elements within the "LIVE" area.

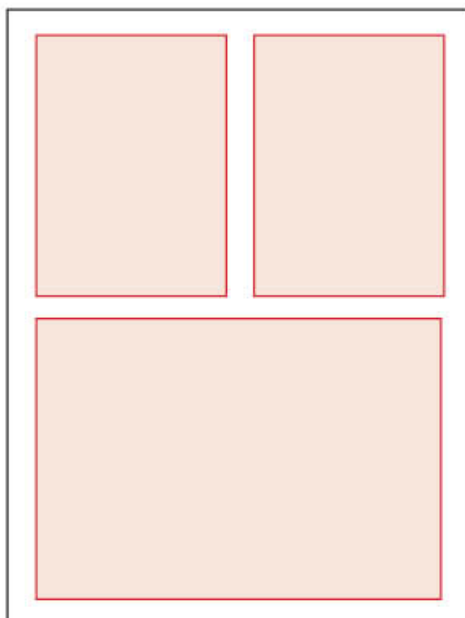
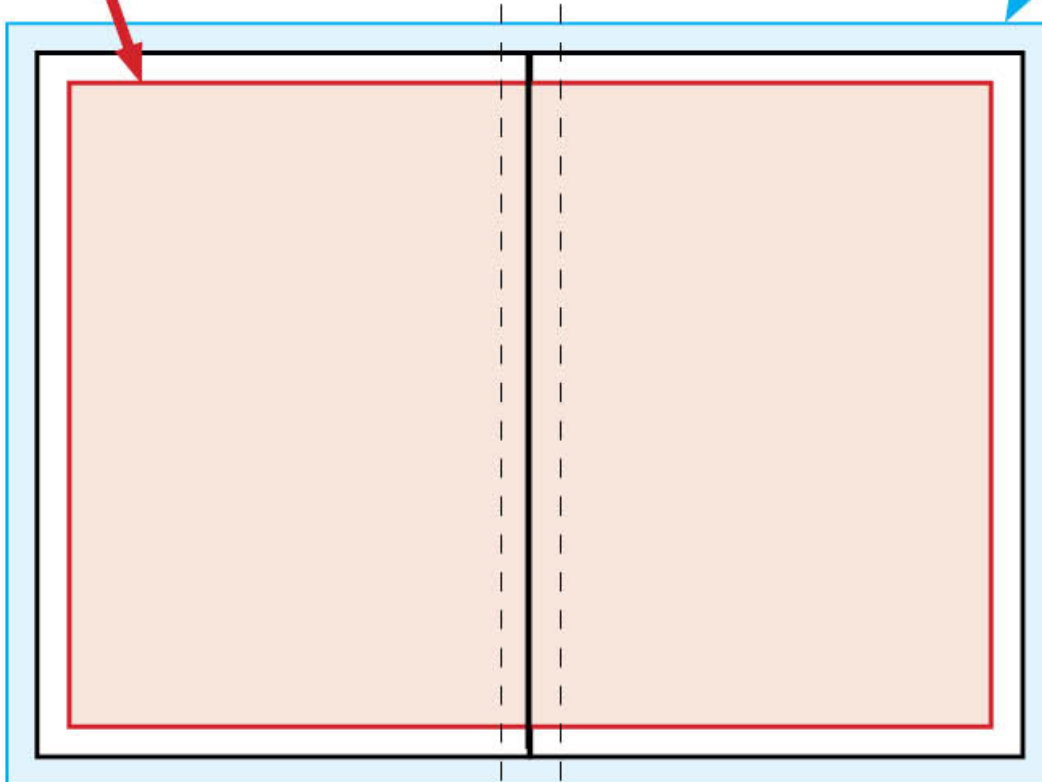
NO ARTWORK SHOULD BE SUBMITTED 9" X 12"



2-PAGE SPREAD MEASUREMENTS

SUBMIT 11h x 17w if you want a white border.
Avoid putting images or text in the middle inch.

SUBMIT 13h x 19w if you want your page to go the edges.
Do not put images or text in the outer edge inch.
Avoid putting images or text in the middle inch too.



PARTIAL PAGES

Half Page: 5.25" h X 8" w

Quarter Page: 5.25" h X 3.75" w