

Dear Senior Parents/Guardians,

The school year is moving by quickly, and it is already that time of year for you to recognize the accomplishments of your senior and wish them well in a Yearbook "Senior Tribute".

To place your special message in the yearbook, please look over the prices and photo guidelines below:

- Full page \$450 max 6 photos
- ½ page \$250 max 5 photos
- ¼ page \$150 max 4 photos

This year, you will be able to submit and pay for your senior tribute online. To ensure your Senior Tribute makes it into the yearbook, please take the following steps:

1. Submit your tribute text and payment:

- Visit <https://bshpmchs.ejoinme.org/SeniorTribute18> where you can choose your ad size, submit your tribute, and make payment via credit card.
- You may also pay by sending a check to Senior Tributes, 110 Bishop Manogue Dr., Reno, NV 89511. Be sure to include your child's name on your check. Ads will not be placed without payment.

2. Submit your images in one of three ways:

- Upload images to DropBox via this link: <https://www.dropbox.com/request/vfN33IZ9TfviEBrO0Nty> This is best if you have several photos or very large images. Be sure your images have your child's name in their title so they are assigned to the correct tribute.
- Email digital images or scanned photographs to yearbook@bishopmanogue.org.
- Send in printed or photo-copied images, or images on flash drive or cd. Deliver to the front office at Bishop Manogue, marked "Senior Tribute." If you are using a cherished photo, please submit color copy of the photo (even if it is a black and white). Original photos will be returned at the end of the school year, but are handled several times by yearbook staffers. We would hate to see a special photo get damaged or lost.

3. Submit all materials no later than Friday, December 15, 2017.

- We have a finite number of pages set aside for senior tributes, so it is best to submit earlier rather than later. Late requests to purchase a tribute may not be able to be honored.

Finally, if you know any relatives or individuals who may wish to place a separate message, but did not receive this email, please share this information with them or ask if they would like to be included in the message from you.

Please feel free to contact me if you have any questions.

Thank you!



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