



Dear Senior Parents/Guardians,

Each year, we reserve some space in the yearbook for you to honor your senior in your own way and words. Just send us your pictures and your message, and the Staff will create a special ad for the yearbook to help you share them.

**This year the deadline for submitting Senior Tribute photos and messages is Friday, January 10, 2020.**

We have a finite number of pages set aside for tributes, so late requests to purchase a tribute may not be able to be honored. Please take a look at the pricing/guidelines below, then follow the steps to submit your tribute and photos by the deadline.

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

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To submit your Senior Tribute, please take the following steps:

**1. Submit your tribute text and payment:**

- [Click here](#) to choose your ad size, submit your tribute, and make payment via credit card.
- You may also pay by bringing a check to the front office, or mailing it 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 Google Photos [via this link:](#)**
  - 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 [jackie.cavilia@bishopmanogue.org](mailto:jackie.cavilia@bishopmanogue.org).**
  - Because our system may sometimes reject emails with large attachments, please be sure to send a follow up email with no attachments stating how many images were sent.
- **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 a 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.

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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 us if you have any questions.

Thank you!

Sara Filler, Yearbook Advisor

[sara.filler@bishopmanogue.org](mailto:sara.filler@bishopmanogue.org)

Jackie Cavilia, Senior Tribute Coordinator

[jackie.cavilia@bishopmanogue.org](mailto:jackie.cavilia@bishopmanogue.org)