SUBMISSION INSTRUCTIONS - PLEASE READ:

- START by filling out the Google Form at: https://tinyurl.com/4vv39t9b to submit your senior ad and reserve space in this year's yearbook. DO NOT attempt to fill out this form until you have all information needed for your senior's ad including your ad message. To avoid mistakes and omissions, ONLY FILL OUT AND SUBMIT THIS FORM ONCE.
- NEXT upload ALL senior ad photos here (please do not email): www.yearbookshare.com and use school code: mpmustangs. IMPORTANT: In the "Description" please include descriptor of "Senior Ad" and a sequential numerical value, example: Senior Ad 1, Senior Ad 2, Senior Ad 3, Senior Ad 4, etc.
- LAST make payment at www.yearbookordercenter.com/index.cfm/job/14230. Don't forget to order a yearbook too.
- We recommend that you name your pictures with your student's name and a number so we can be assured we have them all, for example: Jane Doe 1.jpg, Jane Doe 2.jpg, etc. Also, we do NOT accept cutout pictures or collages.
- In order to meet the pricing deadlines on the chart below for your ad, **ALL** ad elements (the Google Form WITH your message, pictures AND payment **MUST** be submitted and received by the date in the chart below to be considered complete.
- Once **ALL** ad components have been received, you will receive a confirmation email from the yearbook staff. Until that time, your ad will be considered incomplete and your space will not be reserved.
- Senior ads and yearbooks are SOLD SEPARATELY. To buy a yearbook visit the link above where you make payment for your ad.

full page (12) 12ths		 _
	1/12th	

Ad Size	Maximum Pictures	by Oct 6th Price	by Nov 10th Price
1/12	1	\$85.00	\$125.00
2/12	2	\$175.00	\$225.00
3/12 (quarter page)	3	\$275.00	\$325.00
4/12	4	\$350.00	\$375.00
6/12 (half page)	6	\$400.00	\$450.00
8/12	8	\$500.00	\$525.00
9/12	9	\$550.00	\$575.00
12/12 (full page)	12	\$600.00	\$625.00

PLEASE NOTE:

Some ad sizes can be arranged vertically or horizontally. The arrangement used will depend on the space available on any given page at the time of creation.

Please use common sense when creating your message and determining it's length based on the ad size you are purchasing. IF message is too lengthy, you will be contacted and asked to make edits.

Strict adherance to picture limits. Each file should contain only one image. Multiple pictures in one file does not count as one and will be cropped to include just one of the images sent.

IMPORTANT NOTES:

Please do NOT send any original pictures as the Mustang staff will not be held liable for lost pictures and they could be returned via your student. IF prints are sent, they will be returned no later than yearbook distribution in May. The Mustang staff reserves the right to refuse a picture that is inappropriate or unusable for any reason. CMS shall have no liability for printing errors or content errors in the advertisement including that no refunds will be made. Once this form and payment have been received, you will receive a confirmation to the email listed on this form. If you have questions or concerns, please contact us at: mpyearbook.biz@gmail.com.

