



ST. LUCY'S  
P R I O R Y  
HIGH SCHOOL

2016-2017

**SENIOR AD GUIDELINES**

655 West Sierra Madre Avenue • Glendora, California 91741  
Phone (626) 335-3322 • Fax (626) 335-4373 • stlucys.com

Dear Senior Parents,

Welcome to the 2016–2017 school year. Our yearbook staff is happy to offer you an opportunity to purchase a senior ad with your personal message and photographs for the yearbook.

To place an advertisement, READ the following information carefully, COMPLETE the required information on the following pages, and SUBMIT the required materials by **Friday, October 21, 2016**.

This deadline applies to **ALL** FULL, HALF and QUARTER page ads. All text, photos, and payment must be submitted by the deadline.

For any questions and/or additional information, contact Ms. Capili at (626) 335-3322 or email [yearbook@stlucys.com](mailto:yearbook@stlucys.com).

Thank You,  
The Lumen Staff



## SENIOR AD SUBMISSION INSTRUCTIONS

Read and complete the following senior ad submission instructions:

- SELECT** a Senior Ad template (reference enclosed printout or stlucys.com)
- COLLECT** the photos you would like to include in your Senior ad. Please *pay attention* to the orientation of the photos (either horizontal or vertical) and the layout of the template, to ensure the *best results*.
- CLEARLY LABEL** back of photo with the corresponding template letter and photo position number on a post-it note.

*Sample text on back of photo:*  
Senior Ad Photo for E. Jones  
Template A  
Photo Position 2

If the photo label, template letter, and/or photo positions are not included, the yearbook staff will select a template and photo placements for you. Only one photo per photo box; as shown in template.

We recommend ordering your digital pictures from *Portraits by Kathy* and take senior pictures early. The images are sent directly to the St. Lucy's yearbook staff.

- Accurately **COMPLETE** all required contract and payment information.
- SUBMIT** contract, payment, and senior ad materials to the Lumen Staff or main office by **Friday, October 21**.

For any questions, contact Ms. Capili at (626) 335-3322 or email yearbook@stlucys.com.

PLEASE NOTE: Template colors and/or text placement may be subject to change due to layout requirements needed closer to the print date of the yearbook.

### Do's and Don'ts for Senior Ads

#### 1. Submit Digital Photos on a CD:

- High resolution, JPEG, 300dpi images preferred
- Please use the following file naming convention to ensure correct placement in the ad:

First Initial\_Last Name\_TEMP\_A\_PIC2.jpeg

Sample File Name: *E\_JONES\_TEMP\_A\_PIC2.JPEG*

The above file name indicates that the photo is for Emily Jones. The template chosen for her ad is Template A. The image file is for the picture position #2.

#### 2. Submitting Hard copy Photos:

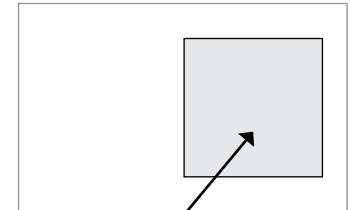
- Do not submit cut or taped photos
- Do not write on pictures, please label your photos using a post-it note. Be sure ink is dry before submitting photos.
- No copies of photos accepted (originals only please)

### How to Label your hard-copy photographs:

Photo Front:



Photo Back:



*Post-it Note sample text for back of photo:*

Senior Ad Photo for Emily Jones.  
Template A.  
Photo Position 2.





CONTRACT & PAYMENT

Please complete the following contract and payment information. PLEASE PRINT CLEARLY.

All checks made payable to St. Lucy's.

SENIOR AD FOR: (Senior Name) \_\_\_\_\_

TEMPLATE:  A  B  C  D  E  F  G  H  I (reference enclosed or stlucys.com)

Contact Name: \_\_\_\_\_ Check No. \_\_\_\_\_ Check Amount: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

SENIOR AD SIZE:

- FULL PAGE \$375
- HALF PAGE \$250
- QUARTER PAGE \$150

ALL Senior ads are full color and due on **Friday, October 21, 2016**

SENIOR AD PROOFING:

- I would like to be emailed a PDF proof of my daughter's advertisement.

SENIOR AD PHOTOS:

- YES**, I have ordered images electronically from *Portraits by Kathy*. I understand that the images are sent **DIRECTLY** to the St. Lucy's yearbook staff.
- NO**, I have NOT ordered electronically from *Portraits by Kathy*. I have included my photos and labeled them according to the included guidelines.

PLEASE NOTE THE FOLLOWING...

- Before purchasing a Senior Tribute Ad, **you must be current in your financial obligations** to St. Lucy's Priory High School. For any questions regarding financial clearance, contact the St. Lucy's Business Office.
- Our yearbook is student-produced. We will do our best to ensure accuracy on all text and names. In an effort to alleviate error on your Senior advertisement, **we will send you a digital proof of your advertisement for your review and edits.** NO REFUNDS for errors will be given after books are printed.
- Incomplete Senior Ads Submissions (missing signed contract, payment, photos or messaging) will not be included in the yearbook. To ensure your ad is included in the yearbook, submit all required materials by **Friday, October 21, 2016.**

**By signing below, you verify that you have read the guidelines above and understand that the yearbook staff will edit your advertisement if the stated guidelines are not met.**

Parent/Guardian Name (Printed)

Date

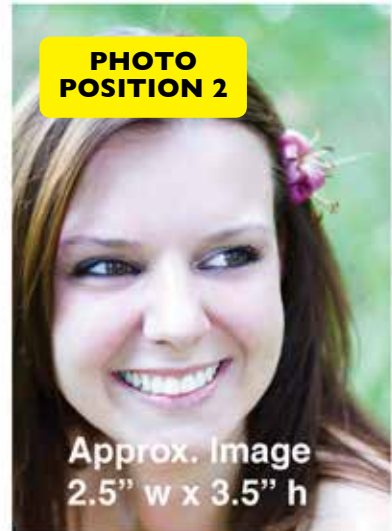
Parent/Guardian Signature

Date



Approx. Image  
5.5" w x 3" h

**PHOTO  
POSITION 1**



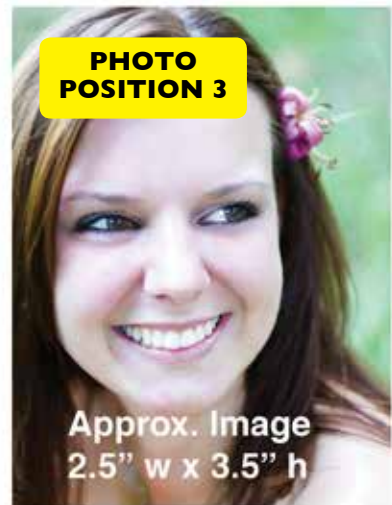
**PHOTO  
POSITION 2**

Approx. Image  
2.5" w x 3.5" h

# Denise Agnes Gonzales

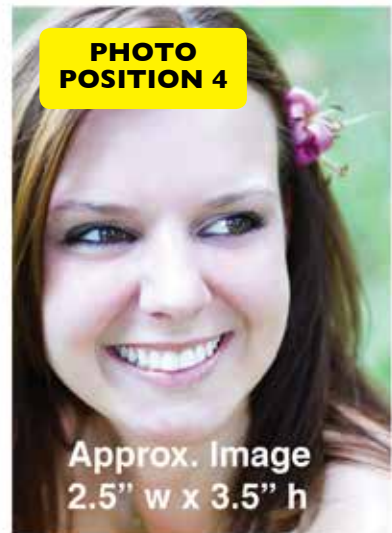
We are so proud of all that you have accomplished at St. Lucy's. Congratulations. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Great job. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Congratulations. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Great job. We love you very much!

Love Always,  
Mom, Dad, and Susie.  
(Approx 100 words)



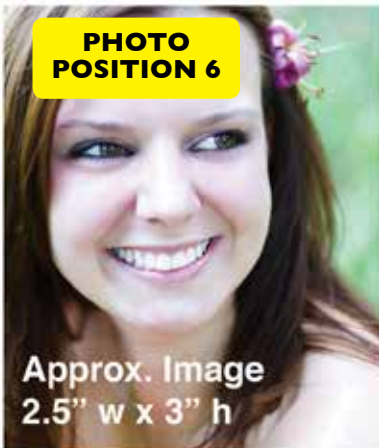
**PHOTO  
POSITION 3**

Approx. Image  
2.5" w x 3.5" h



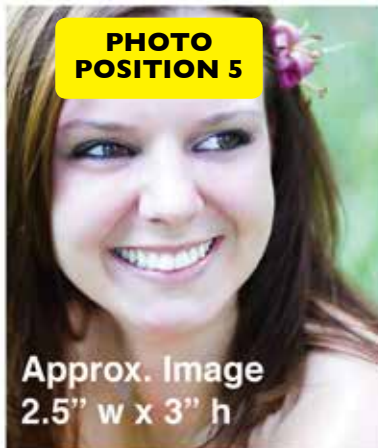
**PHOTO  
POSITION 4**

Approx. Image  
2.5" w x 3.5" h



**PHOTO  
POSITION 6**

Approx. Image  
2.5" w x 3" h



**PHOTO  
POSITION 5**

Approx. Image  
2.5" w x 3" h

PLEASE NOTE: The template reference above is not actual size, but is shown *in proportion* to the page size of the yearbook. The final dimensions of the yearbook is 9" x 12".

**TEMPLATE A (FULL PAGE)**  
Max. Word Count: Approx. 100 WORDS  
SIX (6) photo placements





**PHOTO POSITION 1**



**PHOTO POSITION 2**



**PHOTO POSITION 3**

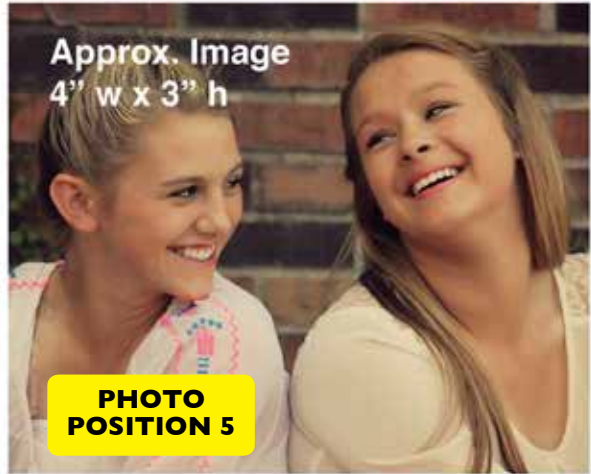
**DENISE AGNES GONZALES**

We are so proud of all that you have accomplished at St. Lucy's. Congratulations. We love you very much! are so proud of all that you have accomplished at St. Lucy's. Great job. We love you very much! We are so proud of all that you have done at St. Lucy's. Congratulations. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Great job. We love you very much!

Love Always,  
Mom, Dad, and Susie. (Approx 100 words)



**PHOTO POSITION 4**



**PHOTO POSITION 5**

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**TEMPLATE B (FULL PAGE)**  
Max. Word Count: Approx. 100 WORDS  
FIVE (5) photo placements

# Denise Agnes Gonzales

We are so proud of all that you have accomplished at St. Lucy's. Congratulations. We love you very much! are so proud of all that you have accomplished at St. Lucy's. Great job. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Congratulations. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Great job. We love you very much!

Love Always,  
Mom, Dad, and Susie.  
(Approx 100 words)



Approx. Image  
2.5" w x 4" h



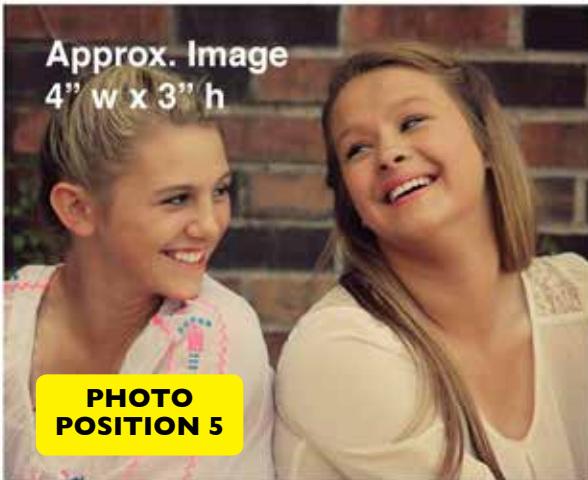
Approx. Image  
2.5" w x 3" h



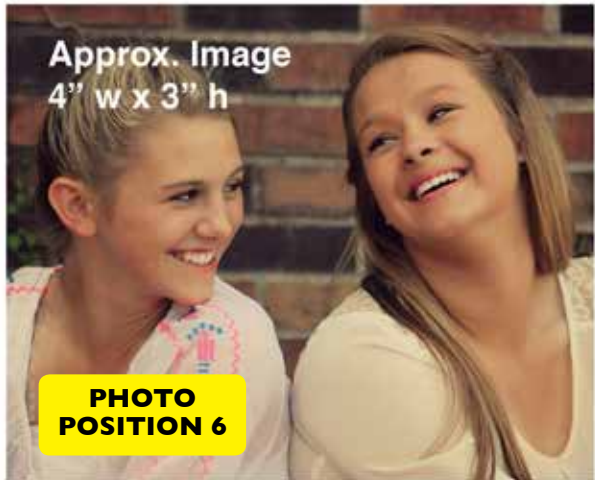
Approx. Image  
2.5" w x 3" h



Approx. Image  
2.5" w x 3" h



Approx. Image  
4" w x 3" h



Approx. Image  
4" w x 3" h

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**TEMPLATE C (FULL PAGE)**  
Max. Word Count: Approx. 100 WORDS  
SIX (6) photo placements



**PHOTO POSITION 1**

Approx. Image  
4" w x 5" h

Approx. Image  
4" w x 2" h

**PHOTO POSITION 2**

# Denise Agnes Gonzales

.....

We are so proud of all that you have accomplished at St. Lucy's. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Mom, Dad, and Susie. We are so proud of all that you have accomplished at St. Lucy's.

Love Always — Mom, Dad, and Susie.  
(Approx 35 words)

**TEMPLATE D (HALF PAGE)** • Word Count: Approx. 35 WORDS  
TWO (2) photo placements

**PHOTO POSITION 1**

Approx. Image  
3.5" w x 5" h

# DENISE AGNES GONZALES

We are so proud of all that you have accomplished at St. Lucy's. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Mom, Dad, and Susie. We are so proud of all that you have accomplished at St. Lucy's.

Love Always — Mom, Dad, and Susie.  
(Approx 35 words)

**PHOTO POSITION 3**

Approx. Image  
2" w x 2" h

**PHOTO POSITION 2**

Approx. Image  
2" w x 2" h

**TEMPLATE E (HALF PAGE)** • Word Count: Approx. 35 WORDS  
THREE (3) photo placements

**PHOTO POSITION 1**  
Approx. Image  
4" w x 3.5" h

# Denise Agnes Gonzales

We are so proud of all that you have accomplished at St. Lucy's. We love you very much! We are so proud of all that you have accomplished at St. Lucy's. Mom, Dad, and Susie. We are so proud of all that you have accomplished at St. Lucy's.

Love Always — Mom, Dad, and Susie.  
(Approx 35 words)

**PHOTO POSITION 2**  
Approx. Image  
2" w x 1.5" h

**PHOTO POSITION 3**  
Approx. Image  
2" w x 1.5" h

**PHOTO POSITION 4**  
Approx. Image  
2" w x 1.5" h

**PHOTO POSITION 5**  
Approx. Image  
2" w x 1.5" h

**TEMPLATE F (HALF PAGE)** • Max. Word Count: Approx. 35 WORDS  
FIVE (5) photo placements

## DENISE AGNES GONZALES

.....

Congratulations! We are so proud of all that you have accomplished at St. Lucy's. Great job and we support your future.

Love Always — Mom, Dad, and Susie.  
(Approx 30 words)

**PHOTO POSITION 1**  
Approx. Image  
2" w x 3" h


**PHOTO POSITION 2**  
Approx. Image  
2" w x 3" h

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**TEMPLATE G (QUARTER PAGE)**  
Max. Word Count:  
Approx. 30 WORDS  
TWO (2) photo placements



Approx. Image  
4" w x 3" h



**PHOTO POSITION 1**

## Denise Agnes Gonzales

.....

Congratulations! We are so proud of all that you have accomplished at St. Lucy's. Great job and we support your future.

Love Always — Mom, Dad, and Susie.  
(Approx 30 words)

**TEMPLATE H  
(QUARTER PAGE)**

Max. Word Count:  
Approx. 30 WORDS  
ONE (1)  
photo placements

PLEASE NOTE:  
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## Denise Agnes Gonzales



**PHOTO POSITION 1**

**PHOTO POSITION 2**

Approx. Image  
2" w x 3" h

Approx. Image  
2" w x 3" h

.....

Congratulations! We are so proud of all that you have accomplished at St. Lucy's. Great job and we support your future.

Love Always — Mom, Dad, and Susie.  
(Approx 30 words)

**TEMPLATE I  
(QUARTER PAGE)**

Max. Word Count:  
Approx. 30 WORDS  
TWO (2)  
photo placements