Important Yearbook Information for Seniors and Their Families: Class of 2027
From your Yearbook adviser, Michael White

1. **Ordering a Yearbook**

Buy your book early! **Sales begin on Aug. 1, starting at $50, but prices go up on Oct. 1st. You MUST buy your Yearbook online, at www.yearbookordercenter.com.** Find our school's name or enter our job number (14632) to reserve your book.

2. **Senior Pictures…**

…will be taken by **CADY** at MLWGS **on Fri, Aug. 7, and on Tues, Sept. 22.** Sign up at **CADY.com/schedule** (the Sept. 22 session will open for sign-ups in the Fall)**.** If you'd like info about how to sit for ONLY the free senior portrait, please call CADY at 678-534-5384. If you'd prefer to visit another studio, your portraits must adhere to the following specifications:

a. formal dress (tux or drape)
b. "midnight blue" or other standard, dark blue or black background
c. photo should be head & shoulders, w/ bottom of frame hitting mid-chest level.

Photos from other studios are due on Wed, Nov. 11. Those who miss this deadline risk exclusion from the senior section. You are responsible for making sure that Mr. White receives your portrait—if it's from another studio. **Digital images must be at least 300 dpi** and can be emailed to or shared digitally with mwhite@gsgis.k12.va.us, or delivered on a flash drive to Mr. White. If you email an image, please **send a separate, follow-up email** to confirm receipt.

3. **Honor your soon-to-be graduate with a Senior Ad:**

- Yearbook pages measure 8-1/2" by 11". Ads can be a **full page ($240), 1/2-page ($150), or 1/4-page ($90)**.
- We accept cash and checks (payable to MLWGS). **We cannot accept electronic payment.**
- Send **picture**, along with any **text** you'd like to include, to Mr. White's attention, at MLWGS. Your child's name will be inserted in the ad, as a kind of headline, so you don't need to include it in your message.
- Due to logistical and tech issues, **we cannot accept emojis** or **non-Latin characters**.
- **PLEASE NOTE:** Digital files must be **a minimum of 300 dpi**. W**e can't accept digital layouts that you've done yourself**, as they tend to yield low-quality and hard-to-manipulate results.
- **PLEASE NOTE: Please send FULL-SIZE digital images. Please DO NOT send screenshots or thumbnails.** Any digital images should, ideally, be **300 KB or larger.**
- If you send prints, keep them loose. Don't use tape or staples. We'll return your photos in the spring.
- **DO NOT cut-and-paste pictures onto a sheet of paper**; the results will not be of optimal quality.
- **DO NOT crop the pictures yourself,** either manually or digitally. Send us the print or **full-size digital image**, and we'll do the cropping for you.
- Want to order an ad? Great! Here's what we need to know:
  - What size would you like?
  - What is the name of the senior being honored?
  - What are your name, address, phone number and email?
- You may submit as many images as you like. **As a guideline, we recommend submitting 1-3 images for quarter-page ads, 5-8 for half-page ads, and 8-12 for full-page ads.** Of course, these numbers will vary depending on the length of your message and the quality (i.e., dpi) of your images.
- To submit your materials, you may…
  - mail your prints or, if using digital images, a flash drive to Mr. White at MLWGS, or…
  - send digital images to Mr. White at mwhite@gsgis.k12.va.us, or…
  - share them with Mr. White on the Google Shared Drive at mwhite@gsgis.k12.va.us.
- The Yearbook editors and staff **reserve the right to alter, edit, or exclude photos or text** due to spatial constraints or failure to comply with our guidelines.
- Space is limited, and submissions are accepted on a first-come, first-served basis, with the final **deadline for submissions on Fri, Jan. 15th**. Ads missing the deadline may risk exclusion.
- Please note: **The above deadline is real.** Seniors are NOT guaranteed an ad. **Only payment will hold your space**; sending an email with images or a reservation request will NOT hold your space.

Questions?
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