

2012 *Trick's End* Yearbook & Parent Ad Information

Maine Maritime Academy

Castine, Maine 04420

<http://reslife.mma.edu/>

Straight from the Heart, and Into the 2012 Yearbook!

MMA Families: Here is your chance to purchase a piece of memorabilia from your child's college years by ordering a copy of the 2012 *Trick's End* Yearbook and/or place a **Parent Ad** for your student!

Space is available to congratulate a graduate or tell your student how proud you are! Regardless of the occasion, your ad provides a great way to recognize a student or event that our staff may not otherwise be able to cover.

To reserve your space, follow these guidelines:

Prices/Sizes

Ads are available in the following sizes for the prices shown.

- 1/8 page: \$35
- 1/4 page: \$60
- 1/2 page: \$110
- Full page: \$185

Step-by-Step Instructions

- 1] Select ad size.
- 2] Complete order form provided.
- 3] Provide photos for the ad. Note the tips for photo submission on this sheet.
- 4] Write text for the ad on the order form or attach it on a separate sheet.
- 5] Provide payment.
- 6] Deliver or mail all of the materials to yearbook staff by deadline below.

Special Considerations

- The yearbook staff reserves the right to reject photos/text or ask the customer to make changes to conform to the staff's standards.

Photo Submission Guidelines

- Please make every effort to use digital or scanned photos when possible. Please make sure scanned photos are at least 300dpi or that digital pictures are taken with a 4-5 mega pixel camera on the highest quality setting.
- Do not cut, glue or tape photos
- Care will be taken to return photos; however, copy prints should be submitted for irreplaceable photos. The school, yearbook staff, and the yearbook company do not accept responsibility for lost or damaged photos.
- Select vertical [tall] photos for vertical spaces and horizontal [wide] photos for horizontal spaces.
- Photos will be enlarged or reduced to fit the layout.
- Writing lightly in pencil, put your name, address and phone number on the back of each photo.
- Photos will be returned when the yearbooks arrive at the end of April.

Ad & Payment Deadline: January 6, 2012

2012 *Trick's End* Yearbook & Parent Ad **ORDER FORM**

To reserve space for a parent ad and/or order a copy of the 2012 *Trick's End* Yearbook please respond by January 6, 2012 and provide the following:

- This completed order form
- Ad photo(s)
- Ad text
- Check payable to:
Maine Maritime Academy
- Mail or deliver to:
Department of Residential Life
Maine Maritime Academy
Castine, ME 04420

Customer Data:

Student's Name

Parent/Purchaser's Name

Address/City/State/Zip

Signature

Email Address

Daytime Phone Number

Parent Ad Data:

Check the ad size requested:

1/8 page **\$35** _____
1/4 page **\$60** _____
1/2 page **\$110** _____
Full Page **\$185** _____

Please provide the following information:

Number of photos provided: _____

Please write any text you would like to include in the ad on the back of this form.

Trick's End Order:

\$60.00: Book Only

\$65.00: Book and Inscription of Student's Name (as written above) on the Front Cover

Payment: Total amount Paid \$ _____