

Reno High School Re-Wa-Ne "Diapers to Diplomas" Order Form – 2023
 395 Booth St., Room GB7, Reno, NV 89509
 Email: rhsd2d@gmail.com

Student Name: _____ Parent Name: _____

Contact Phone # _____ e-mail _____
(required to receive PDF proof)

Number of pictures submitted: _____ Approximate number of words in text: _____ All designs are customized by our designers.

Please email or hand-deliver to Miss Briggs' box in the office all your photos, personal message, and this form to the school.
 Please **email rhsd2d@gmail.com to confirm** we received your materials, along with payment.
 We will send you back a proof in PDF form within 2-3 weeks of submission. Please email if you have any questions.
All payments must be made with Mrs. Carney, the bookkeeper, over the phone or in person.
 *Checks need to be made out to "Reno High School Yearbook".

- You must turn in all materials (photos, message, payment) simultaneously. **We cannot hold spaces.** All materials must be ready to create the space on the date you submit. We can take payments with a 50% deposit at time of submission and 50% due when we send you your proof and you receive it. All payments must be made with Kellie Carney at the bookkeeper's office.
- Once we have reviewed the materials you have emailed/brought in, we will create each space to fit the photos we are given.
- We CANNOT print more than a single sentence from any literary work. Please refrain from quoting books, poems, songs, etc. in your message to your child. Your own words will mean far more than anyone else's to your child. (The Holy Bible is an exception because it is not copyrighted.)
- Please remember we cannot accept bare chests on girls or bare bottoms on boys and girls, nor can we accept "on the potty" or "in the bath" photos. If you submit one of these photos, we will automatically crop everything out except the child's face. We cannot accept copyrighted materials, so please make sure you obtain a copyright release for any professional portraits.
- Excessive text in the message will result in small text size. We use only our book's standard fonts for the year. Please type the message for your space in an email and send to rhs2d2@gmail.com
- Please do not write on the backs of your photos in ink. Use grease pencil (lip liner or eyeliner will do) to avoid ruining your photographs. Please clearly label each photo on the back with student's name. You may also use sticky notes, but make sure the ink is dry before placing them.
- If you would like to, you may design your own space, but you must provide it to us on CD, DVD, or USB drive (we cannot accept small floppy disks) in PSD or JPEG format exactly as you want it printed, leaving space for the student's full name in the space's box. Please include all photos as separate files on the CD/Flash Drive in case we have any linkage problems. Email for additional information on this kind of submission before sending it in. **Please DO NOT design your space in any program other than InDesign, Illustrator, or Photoshop.**
- Because we send out proofs on every space, we will not give any kind of refund (partial or entire) for errors not corrected in writing by the purchaser within the given proofing period. Please respond to the proof with approval or your corrections within one week of the sent proof. Proofs are your opportunity to make sure what we print is what you want printed and what we are able to print. Once the D2D is approved, it is final, and no changes may be made.
- NO SUBMISSIONS MADE AFTER 12/21 WILL BE ACCEPTED. We are on a tight deadline with the plant, and we want the yearbooks to arrive on time for the students.

LATE submissions begins December 4 and ends December 20, 2023 at 3 p.m.

(late price is \$750 for full space / \$375 for 1/2 space / \$190 for 1/4 space / \$100 for 1/8 space)

*Late submissions will be accepted on a first come, first served basis. When we run out of space in the yearbook for baby ads, they will be returned and will not be printed.

Size ordered:	FULL	HALF	QUARTER	EIGHTH
What will fit in it:	1-10 pics, 10-75 words	1-6 pics, 10-50 words	1-4 pics, 10-25 words	1-2 pics, 10-25 words

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Please return the photos to the following person at this address:

Name _____ Phone Number(s) _____ cell# _____

Address _____ City _____ ST _____ Zip _____ e-mail _____

Please circle one:

*** This space is a surprise- DO NOT MENTION IT. Or ***My senior knows the contents, you may show it to him/her.
 Proof Sent On _____ Proof Approved On _____