



March 8, 2021

Dear Parents of 8th Grade Graduates,

You have an opportunity to purchase space in our yearbook to congratulate your student on their accomplishments. Our yearbook deadline is fast approaching, and we need to get all of the photos and/messages you would like to put on the page for your graduate. As you think about the page, please decide whether you would rather have the pictures show more or you'd rather write a long message. There must be balance on the page layout and there is only so much space.

Please note the following requirements:

- All messages must be typed out and turned in or emailed to the school: knoxvilleadventistschool@gmail.com Handwritten notes will not be accepted to limit the room for error on your message. If you write a longer message, you will have to use very few pictures.
- We would prefer digital copies of your pictures emailed to the above address, on a CD or a flash drive. If you are unable to do that, please send in original copies of the photos to the office, and we will be able to scan them into the computer. Below you will see the **maximum** number of pictures per page space you ordered:

Whole Page: 5-7 Pictures

Half Page: 3-5 Pictures

The fewer the pictures, the larger the photos will be on the page.

- If you do choose to design it yourself, here is the parameters that you will need to follow:
 - Portrait Mode
 - Jpeg format
 - We need the file to be a least 4 MB and 300 dpi.
 - If doing a full page ad, the size would be 8 1/2" X 11"; 1/2 page = 5 1/2" X 8 1/2"; 1/4 page = 4 1/4" X 5 1/2"

- The **deadline** for **all** information (message and pictures) for the page is **April 16**.
- All payments can be made to Knoxville Adventist School. The pricing is as follows:

1 Whole Page: \$50.00

½ Page: \$25.00

¼ Page: \$12.50

Please remember that placing a dedication is not a requirement.

Thank you so much for honoring your graduate and supporting our yearbook.

You may email the above address with any questions.

KAS Staff