

**IMPORTANT YEARBOOK INFORMATION FOR SENIORS AND THEIR FAMILIES  
FROM YOUR YEARBOOK ADVISOR, MR. WHITE**

**1. Ordering a Yearbook**

Buy your Yearbook early! **Prices start at \$45, but they go up after Oct. 2. Buy your Yearbook online, at [www.yearbookordercenter.com](http://www.yearbookordercenter.com).** Find our school's name or enter our job number (14632) to pay via credit-card.

**2. Senior Pictures...**

...will be taken by **Wendell Powell Studio in the Black Box on Aug. 17 and Sept. 21.** If you'd rather get your formal Yearbook portrait at 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 Friday, Nov. 15.** 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 [mwhite@gsgis.k12.va.us](mailto:mwhite@gsgis.k12.va.us) or delivered on a flash drive to Mr. White. If you email an image, please **send a separate email to follow up** to confirm receipt.

**3. Senior Ads**

Proud families love to honor their seniors with Yearbook ads. In light of the economic crisis resulting from COVID-19, **the 2021 Yearbook will feature dramatically discounted senior ad prices.** Here are the details:

- Yearbook pages measure 8-1/2" by 11". Ads can be a **full page (\$40), 1/2-page (\$25), or 1/4-page (\$15).**
- Please make checks payable to MLWGS.
- Send **picture(s)**, 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, but you are welcome to include a message, as well.
- Digital files must be **a minimum of 300 dpi. We can't accept digital layouts that you've done yourself**, as they tend to yield low-quality and hard-to-manipulate results.
- If you send prints, please keep them loose. Don't use tape or staples. **If you'd like pictures to be cropped, don't cut out prints.** We will do that for you! And we'll return your submitted photos in the spring.
- **Please do not cut-and-paste pictures onto a sheet of paper;** the results will not be of optimal quality.

▪ 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 have several options for submission! You can...
  - mail your prints or, if using digital images, a CD or flash drive, to Mr. White at MLWGS, or...
  - send digital images to Mr. White at [mwhite@gsgis.k12.va.us](mailto: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 Friday, January 15, 2021.** Ads missing the deadline may be subject to a **\$25 late fee** and may risk exclusion entirely.
- Please note: **The above deadline is real.** Seniors are not guaranteed an ad. **Your check will hold your space,** but an email asking for a reservation will NOT hold your space. Sending in pictures or emails requesting that we hold a space without making a payment **will not guarantee** that your senior will receive an ad. **Reserve your space with a check.**

Questions? Contact Mr. White at [mwhite@gsgis.k12.va.us](mailto:mwhite@gsgis.k12.va.us) or 354-6800, ext. 3303  
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