

Welcome to the Summit 2018-2019 Yearbook Staff!

I am so glad that you have committed to be a part of our staff next year.

Please understand that yearbook class is a commitment, and you are expected to fulfill all of your duties for class. We are creating a product, which we sell for a profit, so failure to do so is not only detrimental to your grade, but it also affects our product and profit. Duties and assignments that you are expected to fulfill are photographing sporting events, student life, and club meetings, creating spreads (yearbook pages), writing captions, editing captions and photos, completing assignments on time, and selling business ads. If you do not feel that you can complete any of these, please let me know now.

Despite all of the hard work and input of time, yearbook is a fun class! I have thoroughly enjoyed working with the staff this year, and I hope that you will too.

In order to keep the cost of the yearbook affordable, we must sell business ads. This summer, I would like you to sell 3-5 business ads. The staffer with the most ads sold will receive a prize during first quarter, so do not limit yourself to 5 ads. With this letter, I am including all of the information that you will need to sell ads.

If you have any questions about selling ads or yearbook class, please email me or message me on Schoology. Have a great summer!

Ms. Elrod

amyelrod@pickens.k12.sc.us

Sample Business Ad Script:

Hi! My name is _____, and I am a member of the Daniel High School Yearbook Staff. We are selling business ads to supplement the cost of our yearbook. Would you be willing to buy a full color ad for your business?

**If they say, that they are not in charge, ask who you need to speak to and for their contact information.

Information about ads:

- Ads are full color
- They can send a digital version (jpg, png, or pdf file) to amyelrod@pickens.k12.sc.us
- We can bill them for their ad
- Ads come in 4 sizes
- For business card ad size, they can staple a card to the contract.

Selling Ads Procedures

1. Introduce yourself and ask about purchasing an ad
2. Show them the contract, and explain the sizes and prices of the ad
3. If they would like to buy an ad, complete the contract and **have them sign it**
4. Complete a receipt, and give it to the customer
5. If they do not buy an ad, write down the information on the sales log.

Ad Costs and Sizes:

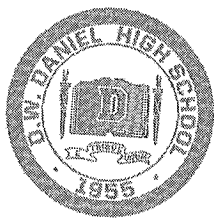
Business card size: \$50

¼ page : \$100

½ page : \$150

Full page: :\$250

If you have any questions, email Ms. Elrod at amyelrod@pickens.k12.sc.us



Daniel High School Yearbook Business Ad
Receipt

Business Name:

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

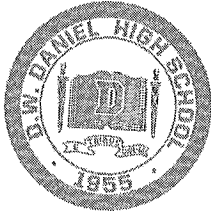
Payment Options- Circle One – Cash

Check

Send Invoice

Check Number:

Staff Signature: _____



Daniel High School Yearbook Business Ad
Receipt

Business Name:

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

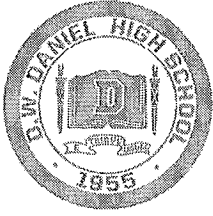
Payment Options- Circle One – Cash

Check

Send Invoice

Check Number:

Staff Signature: _____



Daniel High School Yearbook Business Ad
Receipt

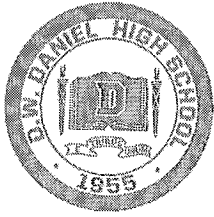
Business Name:

- Business Card (\$50)
- ¼ page (\$100)
- ½ page (\$150)
- Full page (\$250)

Payment Options- Circle One – Cash Check Send Invoice

Check Number:

Staff Signature: _____



Daniel High School Yearbook Business Ad
Receipt

Business Name:

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

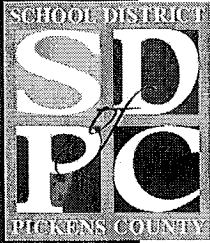
Payment Options- Circle One – Cash

Check

Send Invoice

Check Number:

Staff Signature: _____



Daniel High School

A Tradition of Excellence

D.W. Daniel High School

Business Name:

140 Blue and Gold Blvd.

Address:

Central, SC 29630

City/State/Zip:

864-397-2900

Phone:

Ad Size: please check one

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

Payment Options: please check one

Cash

Check # _____

Invoice

We will send an invoice for payment if invoice option is checked.

Artwork Information: Ads can be black and white or full-color

Ads should be submitted as a PDF

Send graphics and completed forms to Amy Elrod at amyelrod@pickens.k12.sc.us

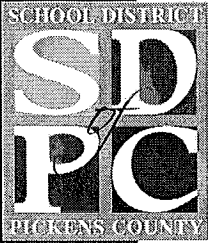
Due Date: Friday, August 31st

Signature: _____

BRING THIS COPY TO SCHOOL. Give the customer a receipt.



Josh Young, Principal



Daniel High School

A Tradition of Excellence

D.W. Daniel High School

Business Name:

140 Blue and Gold Blvd.

Address:

Central, SC 29630

City/State/Zip:

864-397-2900

Phone:

Ad Size: please check one

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

Payment Options: please check one

Cash

Check # _____

Invoice

We will send an invoice for payment if invoice option is checked.

Artwork Information: Ads can be black and white or full-color

Ads should be submitted as a PDF

Send graphics and completed forms to Amy Elrod at amyelrod@pickens.k12.sc.us

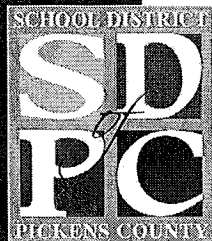
Due Date: Friday, August 31st

Signature: _____

BRING THIS COPY TO SCHOOL. Give the customer a receipt.



Josh Young, Principal



Daniel High School

A Tradition of Excellence

D.W. Daniel High School

Business Name:

140 Blue and Gold Blvd.

Address:

Central, SC 29630

City/State/Zip:

864-397-2900

Phone:

Ad Size: please check one

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

Payment Options: please check one

Cash

Check # _____

Invoice

We will send an invoice for payment if invoice option is checked.

Artwork Information: Ads can be black and white or full-color

Ads should be submitted as a PDF

Send graphics and completed forms to Amy Elrod at amyelrod@pickens.k12.sc.us

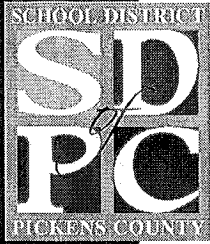
Due Date: Friday, August 31st

Signature: _____

BRING THIS COPY TO SCHOOL. Give the customer a receipt.



Josh Young, Principal



Daniel High School

A Tradition of Excellence

D.W. Daniel High School

Business Name:

140 Blue and Gold Blvd.

Address:

Central, SC 29630

City/State/Zip:

864-397-2900

Phone:

Ad Size: please check one

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

Payment Options: please check one

Cash

Check # _____

Invoice

We will send an invoice for payment if invoice option is checked.

Artwork Information: Ads can be black and white or full-color

Ads should be submitted as a PDF

Send graphics and completed forms to Amy Elrod at amyelrod@pickens.k12.sc.us

Due Date: Friday, August 31st

Signature: _____

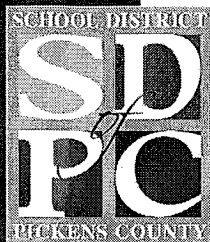
BRING THIS COPY TO SCHOOL. Give the customer a receipt.



Josh Young, Principal

140 Blue and Gold Boulevard • Central, SC 29630 • P 864-397-2900 • F 864-654-9608, 864-654-8701 (Guidance Office)

dhs.pickens.k12.sc.us



Daniel High School

A Tradition of Excellence

D.W. Daniel High School

Business Name:

140 Blue and Gold Blvd.

Address:

Central, SC 29630

City/State/Zip:

864-397-2900

Phone:

Ad Size: please check one

Business Card (\$50)

¼ page (\$100)

½ page (\$150)

Full page (\$250)

Payment Options: please check one

Cash

Check # _____

Invoice

We will send an invoice for payment if invoice option is checked.

Artwork Information: Ads can be black and white or full-color

Ads should be submitted as a PDF

Send graphics and completed forms to Amy Elrod at amyelrod@pickens.k12.sc.us

Due Date: Friday, August 31st

Signature: _____

BRING THIS COPY TO SCHOOL. Give the customer a receipt.



Josh Young, Principal