

Dear Parents, Grandparents, Brothers, Sisters, Aunts, Uncles, and Friends of the Class of 2020:

Here is your opportunity to send your graduate a “Congratulations” and “Good Luck” message in the yearbook. Specifications and prices for each of the space sizes can be found below. Characters include letters and the spaces in between them.

Space Size	Price	Specifications
¼ page ad	\$55	Message of about 100 characters and a maximum of 4 pictures
½ page ad	\$75	Message of about 150 characters and a maximum of 7 pictures
Full page ad	\$100	Message of about 250 characters and a maximum of 12 pictures

I recommend that any pictures used in the ad be saved as a digital image (jpg format required, pdf format will not be accepted). I recommend that you email the parent ad to yearbook@cc.dfrcs.org with your picture(s) as an attachment, and simply send the check to school in an envelope. **Please make sure that the subject of the email Parent Ad.** You can also put your picture(s) and ad on CD and have it brought to school. If you choose to send a hard copy of a picture used in the ad, I recommend, as a precautionary measure, that you make a copy of the picture before sending the original to school with your ad. In the past, I have experienced some problems when students, after receiving the pictures from me at the end of the year, did not return the pictures to their parents. In order to prevent any loss of pictures, please keep these recommendations in mind when sending in your precious memories. If you send an original photo, please note that it will be given back to your child at the end of the year. CDs will not be returned unless otherwise requested.

Many parents are concerned that they do not know how to design the ad. Don't worry, the yearbook staff will do it for you! If you do not know how to scan, we will scan your pictures for you. Just include the pictures and message that you would like to have appear in your ad. Any special instructions should also be clearly stated. Please do not hesitate to email me if you are not sure what to include or what to do. Of course, if you prefer to design your own ad, you may. Please save it as a jpg (pdf format will not be accepted) and email it or send it on a CD.

A received email response will follow the receipt of all parent ads and checks. If you do not receive an email response, please contact the high school office and leave me a message.

Please make checks payable to **Coyle and Cassidy High School**. All envelopes should be addressed to:

**Ms. Anne Molloy
Coyle and Cassidy High School
2 Hamilton Street
Taunton, MA 02780**

All ads are due **December 16, 2019**. If you have further questions regarding how to place an ad, please email yearbook@cc.dfrcs.org.

Sincerely,
Anne Molloy
Yearbook Moderator