

# The 2010 Cherry Tree Yearbook Advertisement Submission Form

Name or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Ad recipient: \_\_\_\_\_

Ad size (circle one): Eighth Quarter Half Full

Price Chart:

Page Size	Early Submission (For Ads received by Dec. 1)	Regular Price (Must be received by March 1)
Eighth Page	\$100	\$115
Quarter Page	\$125	\$175
Half Page	\$225	\$275
Full Page	\$325	\$375

**\*\*\*All advertisements must be received by March 1, 2010\*\*\***

**Note: The Cherry Tree delivers in the fall after graduation.**

- 1) Fill out the above information.
- 2) Select an Ad size and Template. See Template Option Sheet.
- 3) On a separate sheet of paper, TYPE the message you would like to include in the ad.
- 4) On the back of all photos, write your name AND the ad recipient's name.
  - a. For the best photo quality, please make sure the focus of the photo is more than half of the photo (i.e, for a picture of a person, the person should fill more than half the photo.
  - b. Only photos smaller than 8 x 10 inches will be accepted.
  - c. To use digital photos, send them on a labeled CD or as an e-mail attachment to [gwcherrytree@gmail.com](mailto:gwcherrytree@gmail.com). All digital photos need to be larger than 5MB and in either TIFF or JPEG format to ensure the best quality. Emails and CD labels must include your name AND the ad recipient's name.
  - d. To have your photos returned, please enclose a self-addressed stamped envelope.
- 5) Your completed submission should include photos, text, a completed order form and payment (cash, money order or checks made out to "Cherry Tree Yearbook").  
Send the submission to:

The Cherry Tree  
c/o Ads Director  
800 21<sup>st</sup> Street, NW  
Suite 407  
Washington, DC 20052

- 6) Upon receipt of your completed order form, you will receive a confirmation e-mail.