

August 25, 2008

Dear Parents of the Class of 2009,

As in previous years, the yearbook offers you an opportunity to publish tributes to your seniors. This year, we will continue a policy we enacted last year to ensure that every senior has the opportunity to have a tribute. To accomplish this and also to keep costs reasonable, we are going to limit the size of the tributes to a half-page tribute for each student. (By the way, the cost for a half page tribute will remain the same as it has been for a decade.) If costs are a burden, please contact Mary Emery (330-2001, x2601 or [memery@menloschool.org](mailto:memery@menloschool.org)), and we will gladly provide assistance. We really hope that every senior will have a tribute!

You can design your tribute yourself, or the yearbook staff will create a design for you. You can submit pictures and/or text for the tribute. We ask that you send us **up to 5** pictures for the tribute. If you send more, the yearbook staff will choose only five. Please note that we'll once again have an **all-color book** this year, so feel free to include both color and/or B&W photos. For ideas, you can look at past Menlo yearbooks to see how previous tributes have looked (although they were black and white), or look online here: <http://sun.menloschool.org/~trobbins/yearbook/tributes09.htm>

You can make your tribute as imaginative and fun as you would like, but there are some guidelines the yearbook staff would like you to follow:

- **Payment** is done through the Menlo Bookstore. Please ***do not send checks with your tribute*** materials. If you want the bookstore to charge your account, contact the bookstore staff.
- **Cost:** \$250 (contact Mary Emery for assistance with costs)
- **Sizes:** tributes should be a maximum of 5" tall by 8" wide.
- **Deadlines!** All the photos (and text) must be submitted by **Friday, October 3<sup>rd</sup> by 3:00 PM**. If you would like extra time, you'll need to pay late fees. The late fees are as follows:
  - \$50 if turned in between October 5<sup>th</sup> and October 18<sup>th</sup>.
  - \$100 if turned in between October 19<sup>th</sup> and November 4<sup>th</sup>.
  - After November 4<sup>th</sup>, we cannot accept the tribute.
- We will gladly crop and scale photos for you; they don't need to be "camera ready" when we get them. If you want to show us how you'd like a photo cropped, you can put Post-It notes on it.
- If you send digital pictures, the resolution should be 300 DPI. We can print pictures with lower resolutions, but the pictures will suffer in quality. Also, we prefer that the digital pictures are in .TIFF, .PNG or .PICT format. Please do not send photos in Powerpoint or Word files.
- **Keep in mind-** If you send print photos, we **cannot** guarantee that the pictures can be returned. Therefore, we recommend you make copies of any precious photos.
- Submit the text and digital photos on a CD or via email (to [trobbins@menloschool.org](mailto:trobbins@menloschool.org)).

**PLEASE** submit all your materials in a 9"x12" envelope if possible.

**PLEASE write "senior tribute for <student name>"** on the outside of the envelope, along with your name and contact info (email or phone).

You can drop off your envelope with the receptionist in Stent Hall or mail it to Tripp Robbins at Menlo School (50 Valparaiso Ave., Atherton, CA 94027). If you have questions about this, please contact Tripp Robbins at (330-2000) x2339 by phone or [trobbins@menloschool.org](mailto:trobbins@menloschool.org) by email.

Sincerely,

Julie Gessow, Tributes Editor