

*St. Agnes Cathedral School
National School of Excellence
70 Clinton Avenue
Rockville Centre, New York, 11570
(516) 678-5550
Fax (516) 678-0437*

*Mrs. Cecilia St. John
Principal*

*Mr. Justin Grover
Assistant Principal*

January 3, 2021

Dear Grade 8 Parent(s),

It seems hard to believe, but graduation is quickly approaching and we are continuing our work on the yearbook!

A major section of the yearbook is the "congratulatory messages" extended by family members to the graduates. Messages can be pictorial and written, come in different sizes and prices, and can be "camera ready" or can be made to be "camera ready". The yearbook is a costly project and we depend on all grade 8 families to support it through these messages. This allows us to give each graduate a book at no additional cost.

Frequently, the messages are a "surprise" for the students when they receive the book in June. Please place them in a sealed envelope or folder and send them in to your child's teacher or to the attention of Mrs. Tomlin in the main office. **All messages are due no later than February 11th.**

The following is a list of the sizes and prices for the congratulatory messages:

Full page Message	Half page Message	One fourth page Message
7 1/4" X 9 3/4"	7 1/4" X 4 3/4"	3 1/2" X 4 3/4"
Camera Ready - \$100.00	Camera Ready - \$50.00	Camera Ready - \$25.00
Unformatted - \$125.00	Unformatted - \$75.00	Unformatted - \$50.00

The message must fit within the boundaries shown on the **SAMPLE PAGE** which is printed on the reverse side of this letter. Please use the sample page, **as only a guide** when setting up the message. **DO NOT PASTE** your message directly onto the sample page. It must be submitted on plain white paper and fit within the dimensions shown above and must be in portrait format. **NO TAPE** can be visible so it must be placed on the back of the picture. When the ad appears in the yearbook it will be printed in black and white.

When you submit your message, be sure to indicate if the message is "camera ready" or if you need it to be formatted. If you are including a photograph along with your message, please keep in mind the size of the picture. Frequently, it is necessary for us to "shrink" the picture to fit with the message.

Samples of prior year's yearbook will be available for review in the vestibule of the school. They will be on the table directly inside the front door for you to peruse. If you have any questions please do not hesitate to call Mrs. Tomlin - 678-5550 ext. 112. She is happy to assist you any way she can.

Thank you for all your help.

Sincerely,
The Grade 8 Yearbook Committee

LAYOUT SHEET: Form 6001, 11/15. Use this sheet to place actual photos in the 6001 area for this picture and attach the OTHER side of the photo to the 6001 area. Do not place the photo on the other side.

Page # _____ out of _____

Back and Lapped this area will not print and will be trimmed off.

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