

# CARRIE E. TOMPKINS ELEMENTARY SCHOOL

## CET MEMORY BOOK INFORMATION

February 8, 2021

Dear CET Families,

We are beginning to plan for our 2020-2021 CET Memory Book. In the past, we have been able to fund the cost of the Memory Book through parent and business ads, and the generosity of the PTA. We are extremely fortunate to be able to give this book as a free gift to all CET students. In order to continue doing so, we are asking your help in purchasing an ad. Ads come in two sizes: a 1/5 of a column for \$25 and a 1/4 page for \$35. Please note that we are unable to accept any parent or business ads with photos (including digitized photos), however, business cards may be used.

Attached to this sheet is an ad contract. If you would like to purchase an ad, please completely fill out the contract and return it to CET (Attn: Jean Flandreau). **Our deadline is April 16th.** Please understand that due to time constraints we will not be able to extend the deadline this year for any reason. We thank you in advance for your support.

Sincerely,

*Jean Flandreau*

*Kara Shilling*

Memory Book Advisors

### Important Things to Remember:

- ♥ We are unable to accept photos.
- ♥ Check or money order should be made out to **CHUFSD**. We are not allowed to accept cash.
- ♥ Send ad contract and payment to Jean Flandreau in the Main Office by **April 16th**
- ♥ Margins are extremely important; **any** writing or artwork that goes over the margins will be cut off by the printer.
- ♥ You can type your ad or we can type your ad. Any handwritten ad sent in will be typed unless we are instructed **NOT** to type it.
- ♥ All ads must be typed or printed in dark black ink.
- ♥ Ads incorrectly attached to form will not appear straight in the book. Do not tape ads.

# Memory Book Ad Contract

Please complete and return by: **APRIL 16, 2021**  
 ATT: Jean Flandreau-Memory Book

Please write or attach your ad below in the appropriate size box. The ad will appear in the Memory Book exactly as it appears below (Horizontally for column ads and vertically for ¼ page ads). Please make sure that all messages fit within the borders provided. All ads must be typed or printed in dark black ink. Any illustrations must be drawn in dark black ink as well (Photos, including digitized ones, **will not** be accepted). PLEASE do not tape ads to this form, if they are attached incorrectly they will not appear straight in the book. Handwritten ads will be typeset unless we are instructed **NOT** to type it. Please write neatly and clearly. Please fill out a separate contract for each child, however, only one check or money order may be used.

Please check the appropriate information below.

<b>AD SIZE</b>	Column (\$25)_____ ¼ Page (\$35)_____	
<b>PAYMENT</b>  (We are unable to accept cash.)	<b>Check</b> (made payable to <b>CHUFSD</b> ) (Amount included: _____)  <b>Money Order</b> (Amount included: _____)	<b>THANK YOU IN ADVANCE!!</b>

Column Ad

¼ Page Ad

Your Name: \_\_\_\_\_

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

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

Student Name and Teacher: \_\_\_\_\_

\_\_\_\_\_