

THE OLE MISS 2016-2017

Campus & Greek Organization Contract

Dear Campus & Greek Organizations,

On behalf of the entire S. Gale Denley Student Media Center, we would like to thank you for your interest in having your organization featured in the 121th volume of *The Ole Miss*. We are all looking forward to working with you this year.

Please read the information below concerning contract guidelines, including changes that have been made in the production process and agreement between *The Ole Miss* and your organization.

Submitting Digital Photos:

The Ole Miss includes the opportunity to showcase each group's individuality, special events, and philanthropic work done throughout the year. **We strongly suggest that organizations contact us before events so we can send one of our photographers to cover it for your featured page.** Otherwise, please keep the following guidelines in mind when submitting photos:

- 1) All photos must be submitted digitally as RAW or JPG (printed photographs will not be accepted). They can be delivered via flash drive or CD to the S. Gale Denley Student Media Center (201 Bishop Hall), or they can be emailed to theolemissbusiness@gmail.com. **We will not be able to accept photos submitted otherwise.**
- 2) Digital photos must be in high resolution (300 dots per inch), at the size you submit. We prefer photos as large as your camera can take them. Facebook, Instagram or screenshot photos are not acceptable. If you have any questions about how to get high quality photographs from your camera, please contact us. (If you are unsure about the size and dpi, please notify us when you submit images.) ****We encourage organizations to pre-schedule a photographer from The Ole Miss yearbook staff.**
- 3) *The Ole Miss* reserves the right to refuse publication of ANY photos, including those which are deemed inappropriate or do not properly represent your organization or the University of Mississippi.

Contract Submission Deadline: November 7, 2016

The Ole Miss observes strict production deadlines and **will not** make any exceptions for **any** group for **any** reason concerning organization page orders simply because we have to allot space for the book well in advance. If, for any reason, the contract and required information are not turned in by the specified deadline, *The Ole Miss* reserves the right to run the name of your organization on the specified pages without including any photos or additional information. If we are forced to take this action, no refund or credit will be given.

No exceptions.

Please refer to the attached contract for further guidelines. If you have any questions, please contact us at any time. We are thrilled about your contribution to this year's edition of *The Ole Miss*.

Sincerely,

Madeline Tackeberry, Business Manager
662-915-5503
theolemissbusiness@gmail.com (preferred contact)

----- KEEP THIS SHEET FOR YOUR RECORDS -----

THE OLE MISS 2016-2017 Campus & Greek Organization Contract

** All fields must be completed before the contract is accepted.
Please submit "N/A" for all non-applicable information.*

Organization Name: _____

Primary Contact Information:

** Please select a designated liaison within your group who can be contacted by The Ole Miss concerning any problems during the production process.*

Name: _____

Email: _____

Phone Number: () - () - ()

Advisor Information:

Name: _____

Email: _____

Phone Number: () - () - ()

Order Information:

** Please select one of the following options for your organization by placing a checkmark next to the appropriate item. There will be a \$100 fee in addition to the initial spread price for contracts that are submitted after the Monday, November 7, 2016 deadline.*

- \$450 Double Page Spread (2 facing pages)
- \$300 Single Page
- \$225 Half Page
- \$45 "Blurb" of Information (all text; no picture)

*** We will compose the actual blurb ONLY if provided with the information to do so ***

- Organization name - Mission statement -Date founded
- What does org. do? - Philanthropic Activities -List of officers

To be filled out by the Student Media Center:

Date Recieved: _____

Payment Type: _____ **Receipt #:** _____

Notes: _____

The Ole Miss 2016-2017 Campus & Greek Organization Contract

** All fields must be completed before the contract is accepted.
Please submit "N/A" for all non-applicable information.*

The following steps must be taken before your order can be completed:

- 1) All information associated with your order must be emailed to theolemissbusiness@gmail.com by Monday, November 7, 2016. If you purchased a Double Page Spread, a Single Page, or Half Page a completed electronic copy of your group's roster is recommended. We will not accept a printed version of the roster as the only source of your group's members. However, feel free to submit a printed copy along with the emailed electronic copy so we can have it for our records. ***There will be a \$100 fee in addition to the initial spread price for contracts submitted after the Monday, November 7, 2016 deadline.***
- 2) All digital photos must be submitted along with the application via CD, flash drive, or email **by Monday, November 7, 2016**. Please refer to the cover page concerning photo submission guidelines.
- 3) Each group's Primary Contact will also be contacted by a staff member from *The Ole Miss* to assist in creating an informational blurb about each organization. While we encourage each group to submit additional information along with the order form, *The Ole Miss* reserves the right to develop and edit the final copy before publication to ensure it meets our editorial standards and guidelines.

Important - *Please keep in mind that the yearbook is an editorially independent student publication. While we will extensively consult with the Primary Contact concerning each group's order, The Ole Miss reserves the right to edit or refuse any and all content within the publication to meet our editorial standards.*

- 4) Payment must also be submitted along with the contract by the November 7, 2016 deadline. You will receive a receipt upon payment. Checks should be made payable to: The University of Mississippi or The Ole Miss Yearbook. We also accept Visa or Mastercard. Contracts will not be accepted without payment.

• *If you are paying from an account, print the number here:* _____

President Signature: _____

Date: _____

I, _____, received *The Ole Miss Campus & Greek Organization Contract* on _____, 2016 and understand that I must have my contract, payment, and all other supporting materials in to Madeline Tackeberry and *The Ole Miss* by November 7, 2016.

The Ole Miss 2016-2017 Campus & Greek Organization Contract Checklist

- Completed Contract
- Photographs
 - Four (strongly recommended)
 - Landscape-oriented
 - High Resolution (300 dots per inch)
 - RAW or JPG format
 - original size (not condensed, not Facebook, not Instagram and not a screenshot)
 - sent digitally, either via CD, flashdrive, or email
- Information for paragraph of text
 - Organization's name
 - Organization's purpose
 - Mission statement
 - Date founded
 - List of officers
 - Philanthropic activities
 - Organization's member roster (recommended if organization's size permits)
 - Any other pertinent information

*We STRONGLY suggest that you contact us to schedule time for one of our photographers to take a photo for you. Any photos that do not meet our criteria will not be accepted.

Any questions or concerns can be directed to Madeline Tackeberry, theolemissbusiness@gmail.com.

AD SIZE COMPARISON

THE OLE MISS 2016-2017

SINGLE PAGE \$300

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HALF PAGE \$225

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BLURB \$45

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DOUBLE PAGE \$450

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*ACTUAL LAYOUT, FONT AND COLORS SUBJECT TO CHANGE. USE THIS GUIDE AS A REFERENCE FOR SELECTING YOUR AD SIZE ONLY.