

*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*

*Mrs. Mary Brower
Assistant Principal*

January 8, 2025

Dear Eighth Grade 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 and friends 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. The yearbook is free to every student who has at least one message page in the yearbook.

Frequently, the messages are a “surprise” for the students when they receive the book in June. Please place your ad(s) 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

7 1/4" X 9 3/4"

Camera Ready - \$100.00

Unformatted - \$125.00

Half page Message

7 1/4" X 4 3/4"

Camera Ready - \$50.00

Unformatted - \$75.00

One fourth page Message

3 1/2" X 4 3/4"

Camera Ready - \$25.00

Unformatted - \$50.00

The message must fit within the boundaries shown on the **SAMPLE PAGE**, which is on the back 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 the message must be in **portrait format**. **NO TAPE** can be visible. Please place all tape on the back of any picture. All messages must be received in hardcopy – no emailed messages.

The publishing company is very strict with copyright laws. NO trademark pictures can be used. Examples given of things to avoid are: Olympic rings, anything Disney, sports logos, board game logos, company logos. Ways to include them are to alter the image to make it your own: change the color, the font, the style. If you include a quote, you must give credit to the author.

When you submit your message, be sure to indicate if the message is “camera ready” or if you need it to be formatted. Parents have used the website CANVA to assist in formatting your ads. It is very user friendly and free. Please make sure if you need us to make the message camera ready that the number of pictures you include is reasonable based on the size of the message page you have ordered.

Samples of prior year’s yearbook will be available for review at the January 20th Mothers’ Club graduation meeting and past yearbooks will also be available for review in the vestibule of the school at the greeter’s desk beginning today. You will notice that the yearbook company adds a border around the outside to each yearbook message. Please keep this in mind when designing your message.

If you have any questions, please do not hesitate to call Mrs. Tomlin – 678-5550 ext. 112. She will be happy to assist you any way she can. Thank you for all your help in making this a special yearbook for our graduates!

Sincerely,
Mrs. Margaret Tomlin
Mrs. Maryann Pasquale

Page # School

Job # OFFICE USE ONLY

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -

- DO NOT PASTE COPY PAST THIS LINE -