

**2018– 2019 CNHA YEARBOOK REQUIREMENTS**

* Each required player commitment level →**$500.00**
	+ Through advertising sales or family may choose to pay commitment in cash
	+ GST not calculated in the commitment totals if chosen to be paid out
	+ GST is calculated on all advertisements (including family advertising)
	+ GST is not included in the calculation of the 70% overage reimbursable amount
* Sales over commitment level → 70% back to player (family)
	+ 70% overage may be used for:
		- Clothing
		- Team Fees (e.g. tournament fees)
		- Team registration
* Advertising monies/overages **cannot be reimbursed** at year end if not used (AGLC ruling)
* All ads must be handed into **team** Yearbook Coordinator **by no later than October 31, 2018.** See other side for acceptable ad formats.

**Any questions or concerns should be directed to your** team **Yearbook Coordinator.**

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PDF files are the best way to submit ads to the Yearbook. PDF files are cross-platform compatible. Be sure to embed fonts and convert using maximum-quality, press-optimized settings.

**Preferred Applications:**

* PDF’s created from InDesign
* High Resolution Tiff or jpg files (Must be 600 dpi at 100%)

**Removable Media:**

* Compact Disc (CD/DVD)
* Flash Drives

**Electronic File Submission:**

**Email to your team Yearbook Coordinator.**

* Include in the subject line, the name of the advertiser and the word **YEARBOOK**
* Files submitted via email attachment should not exceed 10 megabytes
* Due to security reasons we are unable to provide an FTP hosting site
* Files example labelling: (lastname=players last name)
	+ BC BW – Cedarglen Home –*lastname*.pdf
* Quarter pg BW – Cedarglen Home – *lastname*.pdf
	+ Half pg BW – Cedarglen Home – *lastname*.pdf
	+ Half pg CLR – Cedarglen Home – *lastname*.pdf
	+ Full pg BW – Cedarglen Home – *lastname*.pdf

**Applications NOT Accepted:**

* Microsoft Word, Powerpoint, Excel, Quark.

**Ad Sizes:**

* Full Page: 7.125” wide x 10.375” deep
* Half Page: 7.125” wide x 5.125” deep
* Quarter Page: 3.5” wide x 5.125” deep
* Business Card: 3.5” wide x 2” deep

**Tips:**

* Colour ads are available on the inside front, back covers and throughout the book. **These ads should be built in CMYK.**
* Create solid black using 100% black; do not use Registration colour
* If working in Illustrator, convert all type to outlines before submitting ad
* Ensure all images have a resolution that is a minimum of 300 dpi (at 100% size)
* Scanned logos need a minimum resolution of 600 dpi (at 100% size)