2019– 2020 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 24, 2019.** See other side for acceptable ad formats.

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

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)

  - Back Cover – Cedarglen Home –*lastname*.pdf
  - Quarter page – Cedarglen Home – *lastname*.pdf
  - Half Page – Cedarglen Home – *lastname*.pdf
  - Full page – 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:
- 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)