



# Moore Memories **YEARBOOK**

**Bishop Moore Catholic High School**

**3901 Edgewater Drive Orlando, Florida 32804**

Dear Parents and Class of 2020,

April 9, 2019

Congratulations! You have made it to your senior year at Bishop Moore Catholic High School. As a senior and/or parent of a senior, there are several important things you should know and understand regarding the production of the yearbook, specifically the senior section and senior dedications.

Please read everything carefully as you may want to take advantage of the early bird pricing:

- Senior pictures will begin June 10, 2019 (see page 2).
- Senior dedications are on sale June 1 through September 27 (see page 3).
- Yearbooks are also on sale (see page 4).
- Frequently asked questions (see page 6).

Included on the Bishop Moore website (<https://www.bishopmoore.org/>) under “Student Life”/ “Yearbook” is all information regarding purchasing a yearbook, senior dedications, and senior portraits. Please refer any questions to Mrs. Chwalisz, Yearbook Advisor, by emailing her at [chwaliszh@bishopmoore.org](mailto:chwaliszh@bishopmoore.org).

Thank you,

*2019-2020 Moore Memories Yearbook Staff*

*Mrs. Helen Chwalisz, Yearbook Advisor*

## SENIOR PICTURES

Senior Pictures will be taken exclusively by Leonard's Studios beginning on June 10, 2019 at their local studio 188 Wilshire Blvd, Casselberry, FL 32707. Each senior will receive an appointment card mailed to them, reminding them to schedule an appointment at the studio. If you do not receive this information, simply call Leonard's at 800.215.4852 or 904.209.3300 or visit <http://www.leonards.com>. You are not obligated to purchase packages through Leonard's; however, there will be a nominal sitting fee for the senior portrait.

In order to select your pose for the yearbook, you must be photographed before August 5, 2019. After this date Leonard's will select your pose for you. If you are unsatisfied with your portraits, you must schedule a retake appointment **before** Saturday August 24, 2019. **NOTE: You will only select a formal pose for the senior section of the yearbook. Casual poses will no longer appear in the senior section.**

Even though senior portraits are taken during the summer, students are still expected to be within dress code for their portrait. Boys should be clean shaven and their hair should be the appropriate length. Girls should not have unnaturally dyed hair. Body piercings and tattoos are not acceptable. **Leonard's will ask your student to come back another time if they are not within the BMCHS dress code.** *Leonard's has the right to alter your images in order to meet the handbook policy of Bishop Moore and make them appropriate for publication. This will be done without any warning to you.*

**Last Day to select your pose for the senior section:** Monday August 5, 2019. *If you do not select your pose by this day, Leonard's will select it for you. If you are photographed after this date, Leonard's will select your yearbook pose for you.*

**Last Day to be Photographed by Leonard's:** Saturday August 24, 2019. *If you do not take your senior portrait by this day, you will not be included in the senior section of the yearbook.*

Cap and Gown Images:

Cap and gown images will be offered by Leonard's in February of 2020. Images will be taken on campus during lunch hours. Stay tuned for more information to be sent out in the months to come.

## SENIOR DEDICATIONS

Parents (or grandparents or friends) have the option of taking out a full-page, half-page, or fourth-page ad, in honor of a senior. **NOTE: ONLINE SALES WILL OPEN JUNE 1, 2019.**

### Two Ways to Purchase Your Senior Dedication:

1. Print out the order form following the directions below and **pay by check only.**
2. Go to [www.yearbookordercenter.com](http://www.yearbookordercenter.com) and order with a **credit card.** **Note: There will be a 5% fee.**

### **Option 1:**

To purchase a senior dedication **with a check**, go to [www.bishopmoore.org](http://www.bishopmoore.org) and click on “Student Life”/ “Yearbook?” Then click on “Senior Dedication Contract.” From here please print out the order form and return it to the school office with payment in an envelope marked “Yearbook Senior Dedication Form.” Checks should be made payable to Bishop Moore Catholic High School or BMCHS. Then follow the steps below to send in your chosen photos and words.

**NOTE: This is for senior dedications only! Yearbooks will be sold separately online (see page 4).**

### **Option 2:**

To purchase a senior dedication **with a credit card** after June 1, go to [www.yearbookordercenter.com](http://www.yearbookordercenter.com). Go to “search by school name” and type in “Bishop Moore High School.” Click on “Buy a Yearbook Ad.” Choose an ad size and price for your dedication, pay for the dedication, and then follow the steps below to send in your chosen photos and words. **NOTE: There is a 5% fee added to your order if ordering the dedication online.** **NOTE: You can order your yearbook at the same time as the dedication online.**

### **Prices:**

**Full-page:** \$400 (due August 30) **or** \$450 (due September 13) **or** \$500 (due September 27)

**Half-page:** \$250 (due August 30) **or** \$300 (due September 13) **or** \$350 (due September 27)

**Fourth-page:** \$150 (due August 30) **or** \$200 (due September 13) **or** \$250 (due September 27)

### **Upload Pictures:**

Using the Google Form: <https://forms.gle/oaEX5aN8dXLbvCFw9> (link not available until August 1, 2019) upload your images according to the number block they should fit. Please pay attention to the block size. This link will also be sent to you once your dedication is purchased with more instructions.

Full-page dedication: block 1, 2, 3, 4, 5, 6, and 7 require vertical images and block 8, 9, and 10 require horizontal images.

Half-page dedication: block 1, 4, and 5 can be either vertical or horizontal and block 2 and 3 require vertical images.

Fourth-page dedication: depending on the design it can have 2 verticals or 1 vertical and 1 horizontal.

Submit 10 pictures for a full-page dedication, 5 pictures for a half-page dedication, 2 pictures for a quarter-page dedication.

*If you would like the yearbook staff to scan your originals, there will be a \$50 fee. Please make a check out to BMCHS, place it and your images in an envelope marked "Yearbook", and bring the envelope to the Main Office where we will pick it up. Please write your student's name, your name, and contact*

*information on the inside of the envelope. Once the images are finished being scanned they will be returned to your student.*

**Leonard's Images for Dedication:**

Leonard's is happy to email the yearbook staff a digital copy of your selected portraits to the yearbook staff for inclusion on the dedication. When you fill out the Google Form there will be an area where you can request these images. They will then forward the image to the yearbook staff.

**Message:**

Messages for inclusion in the senior dedication will be submitted electronically via the Google Form along with the senior portraits: <https://forms.gle/oaeX5aN8dXLbvCFw9> (link not available until August 1, 2019). Message cannot exceed 60 words/340 characters.

**THE MESSAGE AND IMAGES ARE DUE VIA THE GOOGLE FORM  
NO LATER THAN SEPTEMBER 27, 2019**

**YEARBOOK ORDERS:**

**To place a yearbook order, go to [www.yearbookordercenter.com](http://www.yearbookordercenter.com) after June 1.** Go to “search by school name” and type in “Bishop Moore High School.” Click on “Buy a Yearbook” and proceed to order from here. **NOTE: All yearbook orders will be sold online ([www.yearbookordercenter.com](http://www.yearbookordercenter.com)). No orders will be accepted on campus. THERE IS NO FEE FOR ORDERING YOUR YEARBOOK ONLINE.**

**Yearbook Prices:**

**Early Bird Price:** \$70 (June 1, 2019 until September 27, 2019)

**Regular Price:** \$90 (September 28, 2019 to January 17, 2020)

**Final Price:** \$110 (January 18, 2020 until we run out of books)

## **FREQUENTLY ASKED QUESTIONS**

### **How do I go about selecting pictures for the senior ad?**

Senior ads should reflect a student's high school experience at Bishop Moore, along with the friends and family who provided support along the way.

### **Are there certain pictures the yearbook staff will not accept?**

We cannot accept photos featuring two-piece or revealing bathing suits, revealing outfits, bare midriffs, unclothed infants/toddlers, tattoos, or males with torsos exposed (shirts off). Images with any type of hand gesture or red solo cups will not be accepted.

Do not submit any images, graphics, or photos that contain any copyrighted material or registered trademarks unless you are also submitting at the same time a letter from the owner of the copyright or trademark granting written permission to use the material. Examples would be Disney characters, logos, professional sports teams, brand names, etc. Otherwise, we are not allowed to reprint these logos or images.

### **Do I have to purchase an ad, or should I feel obligated to buy a certain ad size?**

You are under no obligation to purchase a senior ad. In addition, you should not feel obligated to buy a certain ad size.

### **Why am I limited to a certain number of pictures?**

The number of pictures is limited to the amount of space on a page. In addition, you are not required to submit the maximum number of pictures. Some ads only have one picture with a message. The decision is left up to you.

### **Can I design my student's dedication?**

No. The yearbook staff will design each dedication around the theme of the yearbook. You will receive a proof of the dedication before it is published by email from [yearbook@bishopmoore.org](mailto:yearbook@bishopmoore.org). Please make sure to add this to your email address book so it does not go to spam.

### **After submitting the pictures for the senior dedication when will I receive a proof?**

Once we have all the files, the yearbook staff will build your dedication. This may be the same day or it may take a few weeks. The staff will email you a proof of the page before it is published from [yearbook@bishopmoore.org](mailto:yearbook@bishopmoore.org). Make sure to check your spam folder.

### **When taking senior portraits, does my senior need to wear certain clothes?**

Leonard's will provide the clothing for the formal portrait. They asked that girls bring a tank top with them and boys bring a white undershirt. Even though senior portraits are taken during the summer, students are still expected to be within dress code for their portrait. Boys should be clean shaven and their hair should be the appropriate length. Girls should not have unnaturally dyed hair. *Leonard's will ask your student to come back another time if they are not within the BMCHS dress code.*

### **What happens if I miss the deadline for senior portraits?**

If you miss the deadline, then your student will not appear in the yearbook. Vacations are not an excuse for missing your appointment. Portraits must be taken on or before August 24, 2019. Remember, we have strict deadlines we must adhere to, which means we cannot extend this date.

### **What pictures will appear in the senior section of the yearbook?**

Only the formal pose will appear in the senior section of the yearbook. Before you leave the studio you will be given information on how to access your portraits after they have been taken. Make sure you do not leave the studio without this information.

### **Are there additional items I can purchase with my student's senior dedication and yearbook?**

Additional items can be purchased which include autograph supplements, plastic dust covers, World Yearbooks (add on in the back of the book of major events occurring nationally in the current school year), and first and last name stamps on the cover of your book (seniors only). These items can be purchased when you order your yearbook on the Yearbook Order Center website.

### **What's the big deal with the deadlines?**

We're often asked if we can squeeze in just one more ad after our deadline has passed, or if we can extend the deadline on senior pictures. The answer is **no**. Our publishing company gives us a schedule that we must adhere to. Every time we fail to make a deadline, we are charged overtime, and the yearbook release becomes later and later. Therefore, even though we know that every senior is important, we cannot make exceptions because of the impact it has on our budget and potentially on the entire student body with a late book.