



Moore Memories YEARBOOK

Bishop Moore Catholic High School
3901 Edgewater Drive, Orlando, Florida 32804

Dear Parents and Class of 2025,

April 2024

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 ads.

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

- Senior pictures will begin June 2024 (see page 2).
- Senior ads are on sale July 1 through September 22 (see page 3).
- Yearbooks are also on sale (see page 5).
- Frequently asked questions (see page 6).

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

Thank you,

2024-2025 Moore Memories Yearbook Staff

Mrs. Helen Chwalisz, Yearbook Advisor

SENIOR PICTURES

Senior Pictures will be exclusively taken by Leonard's Studios starting June 2024 at their local studio. Each senior will receive an email with their personalized access code and instructions on how to book. Students can also contact the customer service department at 1 (888) 224-5045 or customerservice@leonards.com for their access code. Purchasing packages through Leonard's is optional; however, there will be a nominal sitting fee for the senior portrait.

To select your yearbook pose, you must be photographed before **July 24, 2024**. After this date, Leonard's will choose your pose. If you're unsatisfied with your portraits, schedule a retake appointment before **August 31, 2024**. *Note: Only a formal pose will be selected for the senior section; casual poses won't appear.*

Even though senior portraits are taken during the summer, students must adhere to the dress code. Boys should be clean-shaven with appropriate hair length. Girls should avoid unnaturally dyed hair. Body piercings and tattoos are not acceptable. Leonard's, on behalf of Bishop Moore, may ask your student to return if they're not in compliance with the BMC dress code. Bishop Moore Catholic reserves the right to alter images to meet the handbook policy and make them suitable for publication, without prior notice.


Last day to photograph and select your senior section pose: July 24, 2024. If photographed after this date, Leonard's will select your yearbook pose.

Last day to be photographed by Leonard's and be in the yearbook: August 31, 2024. Missing this deadline will result in exclusion from the senior section of the yearbook.

Cap and Gown Images:


Cap and gown images will be offered by Leonard's in February of 2025. Images will be taken off campus. Stay tuned for more information to be sent out in the months to come.

Leonard's
Senior Formal



Tux

We provide the tuxedo. For your Senior Formal, please wear a plain, collarless, light-colored t-shirt.



Drape

We provide the black drape. It comes off the shoulder, so bring a strapless top or a tank top with straps that can easily be slipped down. We provide pearls, but feel free to wear your own jewelry!

SENIOR ADS

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 JULY 1, 2024.**

To purchase a senior ad after July 1, go to www.yearbookordercenter.com. Go to “search by school name” and type in “Bishop Moore.” Click on “Buy a Yearbook Ad.” Choose an ad size and price for your dedication, follow the steps below to build your senior ad, and then pay for the ad after it is created.

NOTE: Senior Ads are only sold online. On campus orders will not be accepted.

Prices:

Full-page (Allows up to 10 images):

\$400 (due August 30) **or** \$425 (due September 13) **or** \$450 (due September 27)

Half-page (Allows up to 6 images):

\$250 (due August 30) **or** \$275 (due September 13) **or** \$300 (due September 27)

Fourth-page (Allows up to 3 images):

\$150 (due August 30) **or** \$175 (due September 13) **or** \$200 (due September 27)

Online Ad Creator:

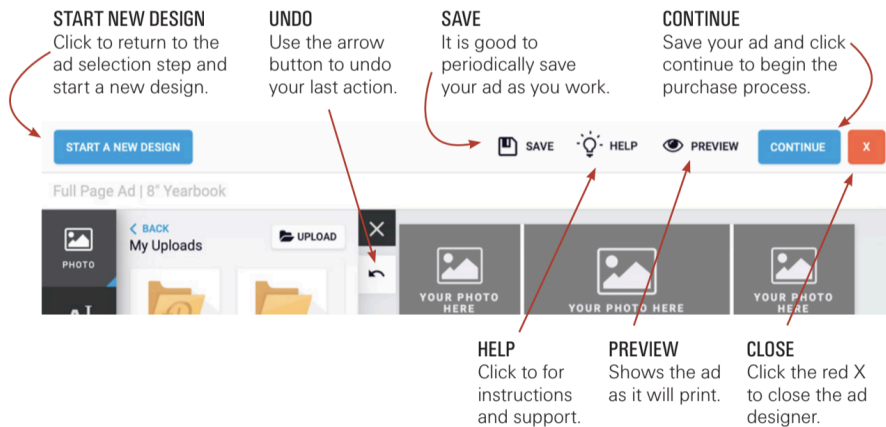
Step by Step Video tutorial instructions to create your Senior Ad:

<https://varsityyearbook.wistia.com/medias/9ae05wtefm>

With Online Ad Creation you can easily create a beautiful ad that expresses your love for your student and your pride in his or her accomplishments.

GETTING STARTED

1. Go to www.yearbookordercenter.com
2. Enter your school’s order number OR search for your school by name.
3. Verify that the selected school is correct and click continue.
4. Click Buy a Yearbook Ad.
5. Choose your ad size/type.
6. Then select Student or Business and search for your student’s name. The listed name is usually your student’s official given name at the school. If you can’t locate your student’s name, you have the option to add a name to the list.
7. Click Next. Then log in with your credentials or create a new account.
8. After you are logged in, pick an ad template from the available options.



CREATE

The template will open in the design area where you can begin creating the ad. Follow the steps below to add your photos, enter your text and format your ad.

NOTE: Our school chooses specific formatting options available in the ad editor. The formatting options help ensure consistency among the ads and coordination with the yearbook's design.

ADD PHOTOS

1. Click to open the Photos tab on the left.
2. Click Upload at the top right. Browse your device to select the photos you want to upload.
3. When the upload is complete, your photos will show up in the Photos tab.
4. To place an image on the ad, select one of the image frames on the ad. Then click on one of the images in the Photo tab. On a computer, you can also drag and drop an image on a frame.
5. When an image is placed, use the slider under the image to make the image larger or smaller in the frame. You can also click the + / - buttons to make size adjustments.
6. Click and drag on the image to reposition it inside the frame.

PRO TIP: It is best to upload the original image rather than an image taken from social media. Typically, images taken from social media are not large enough for quality reproduction. If you see an icon like this



on an image, it means the image has a low resolution and may not print at the highest quality.

ADD TEXT

The text formatting options are set by the yearbook staff to ensure consistency with the rest of the yearbook.

1. Select one of the text frames, and a text entry box will appear on the screen.
2. Type a message in the box, and the text frame on the ad will update to reflect the text you entered.
3. The formatting options will appear in the Text panel on the left. Adjust the text settings.

REVIEW AND APPROVE YOUR AD

1. When you have completed the edits to your ad and are ready to complete the purchase, save your ad and click the Continue button.
2. In the next step, review the proof of your ad by clicking the View Proof link.
3. If you are satisfied with how the ad looks, place your initials in the box to indicate your understanding of the stated terms and policies.

4. Then click Add to Cart and complete the checkout process.

NOTE: You must complete and purchase your ad before the posted deadline for it to be included in the yearbook.

Leonard's Images for Dedication:

In order to include any images from Leonard's Studios, you must purchase the digital files directly from Leonard's in order to place them on your dedication. Leonard's will not send any images for dedications to the yearbook staff. Note: You must be photographed and have your images returned by the senior ad deadline in order to use these images on your senior ad. Digital downloads can take four weeks to receive from the date your student was photographed, so plan ahead when scheduling if your intent is to use the images.

YOUR DEDICATION MUST BE FULLY DESIGNED BEFORE YOU CAN PURCHASE THE DEDICATION. THIS MEANS YOU MUST HAVE THE ENTIRE PAGE CREATED BY THE DEADLINE OR THE PRICE WILL INCREASE. IF YOU SUBMIT AN AD WITH NO PICTURES ON IT, VARSITY YEARBOOK WILL REFUND THE AD.

YEARBOOK ORDERS:

To place a yearbook order, go to www.yearbookordercenter.com after July 1. Go to "search by school name" and type in "Bishop Moore." Click on "Buy a Yearbook" and proceed to order from here. **NOTE: All yearbook orders will be sold online (www.yearbookordercenter.com). No orders will be accepted on campus.**

Yearbook Prices:

Early Bird Price: \$70 (July 1, 2024 until September 27, 2024)

Regular Price: \$80 (September 28, 2024 to January 17, 2025)

Final Price: \$90 (January 18, 2025 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. Hunting images with dead animals and/or guns cannot be published. Fishing and surfing pictures are acceptable but the individual must have a shirt on. In an effort to be consistent with our BMC policies, political statements of any kind are not permitted as stated in the student handbook. These guidelines are for anyone featured on the page, not just the student.

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.

If you do submit these images, the yearbook staff will contact you to remove them from your page before it will be published. If an image needs to be replaced, you will be contacted by December 1. Administration reserves the right to deny an image. The administration reserves the right to edit any pictures that are not within compliance with the BMC handbook and policies.

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.

Can I design my student's dedication?

Yes! Using the Online Ad Creator you will be able to choose from a variety of templates that work for you. You will then add your photos and text directly to the senior ad. The yearbook staff will not design your page for you. If you are having any trouble, view this link: <https://varsityyearbook.wistia.com/medias/9ae05wtefm>. Note: You must use the pre-selected templates, fonts, and colors within your ad. The templates, fonts, and colors you see on Herff Jones' site as an example may not be available at your time of purchase.

Can I pay for the ad and submit the pictures later?

No. You must design the ad completely before you pay for the ad. If you submit the ad without any photos on it, Varsity Yearbook will refund the ad.

Why am I limited to a certain number of pictures?

The number of pictures is limited to the amount of space on a page.

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

When you have completed the edits to your ad and are ready to complete the purchase, save your ad and click the Continue button. In the next step, review the proof of your ad by clicking the View Proof link. If you are satisfied with how the ad looks, place your initials in the box to indicate your understanding of the stated terms and policies. Then click Add to Cart and complete the checkout process. Once you checkout, no changes can be made to the senior ad.

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

Leonard's will provide the clothing for the formal portrait. They ask 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 the 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. *On behalf of Bishop Moore, Leonard's will ask your student to come back another time if they are not within the BMC 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 31, 2024. 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.