Visit TouchBase to submit payment for your tribute. Make sure you also complete Step 3 by the deadline to avoid a late fee.

STEP 3: COMPLETE THE ONLINE ORDER FORM.
https://forms.gle/LSZWuhSSoT8YFbkPA
Fill out the online order form, where you will submit your tribute message and upload your photos.

DEAR PARENTS,
Do you want to give your child recognition in an award-winning yearbook? If so, purchasing a senior tribute is a wonderful way to honor your graduating senior. The tribute is an opportunity to share your favorite pictures, a special note, memories, and hopes for the future with your senior. A senior tribute is also a great parting gift for your senior, and a great way to support Olathe West’s yearbook, Parliament. Students enjoy seeing these messages, words of encouragement, and funny and sentimental photos from their parents, grandparents, and other loved ones.

- The 2021-2022 Parliament Staff
**MORE DETAILS**

**ORDERING PROCESS**
- We prefer submissions to be done digitally, following these steps.
  - Payment will be processed through TouchBase. https://ks-olathe.intouchreceipting.com/
  - Order forms, messages, and photos will be collected through Google Forms. https://tinyurl.com/OWSeniorTributes
- You will receive a confirmation email from the senior tribute editors once we have all parts of your tribute—payment, ordering information, message, and photo(s)—properly saved with no issues. This will usually be within 1-3 business days, but could take longer on the day of a deadline.
- Senior Tributes and yearbooks are sold separately. Ordering a tribute does NOT secure a yearbook for your student.

**DEADLINES**
- In order to meet the deadline for your tribute—(either the early-bird discount or final deadline)—ALL elements (TouchBase payment, order form, pictures, and your message) MUST be submitted and received by deadline date.
- Partial submissions (payment without form or vice-versa) are subject to a late fee.

**EDITING & PROOFING**
- The Parliament staff reserves the right to edit messages for grammar and spelling. Photos may be cropped and color-correct photos as needed.
- Upon request, a digital proof of your tribute will be sent to the email address provided on the order form. You will be given one week from the date your proof is sent to provide feedback and request changes. After that period, all tributes will be considered final.

**PHOTOGRAPHY GUIDELINES**
- Select photos of good quality (the resolution should be 300 dpi).
- When converting a printed photograph to a digital photograph, please scan the photo properly. Taking a photo of a photo does not offer high-quality results.
- Color or black & white photos may be used.
- We do NOT accept cutouts, pictures cut into shapes, or collages.
- We recommend that you label your picture file names in order of importance, with the number 1 being the most important.
- We can not accept photos of children without clothing.
- We can not accept photos that have any sort of weapon-related paraphernalia.

**COPYRIGHT**
- Because of copyright, make sure you have been granted permission from your professional photographer for the yearbook to reproduce their photo.
- We can not accept any song lyrics or poetry that you have not secured the copyright for.

**DESIGN**
- Parliament yearbook staff members will design your tribute. We take great care to create a custom, professional design to fit your content.
- The Design Editor will set design style guidelines. These guidelines help ensure that all tributes have some visual consistency within the yearbook publication. For that reason, font and color preferences may not be able to be accommodated. However, we would love to know which photos you prefer to emphasize. Please number your photo file names in the order of preference.

**PHOTO & WORD COUNT LIMITS**
- FULL PAGE: 8 photos (a variety of horizontal and vertical) & 250 word max.
- HALF PAGE: 4 photos (a variety of horizontal and vertical) & 100 word max.
- QUARTER PAGE: 2 photos (two horizontal is best) & 50 word max.
- EIGHTH PAGE: 1 photo (a horizontal or square is best) & 25 word max.

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**SIZING EXAMPLE**

**1/8 PAGE**
- NAME HERE
- No more than 25 words and 1 photo. Eighth page tributes work best with horizontal or square photos.

**1/4 PAGE**
- NAME HERE
- No more than 50 words and 2 photos. This is just a sample layout and does not reflect the exact template that will be used in your tribute. Quarter page tributes work best with two horizontal photos.

**FULL PAGE**
- NAME HERE
- Message goes here. No more than 250 words and 8 photos. This is just a sample layout and does not reflect the exact template that will be used in your tribute. Tributes are custom designed to accommodate your photo selections. Full page tributes work best when there is a variety of vertical and horizontal photos. Text goes here. Text goes here. Text goes here. Text goes here. Text goes here. Text goes here. Text goes here. Text goes here.

**HALF PAGE**
- NAME HERE
- Message goes here. No more than 100 words and 4 photos. This is just a sample layout and does not reflect the exact template that will be used in your tribute. Tributes are custom designed to accommodate your photo selections. Half page tributes work best when there is a variety of vertical and horizontal photos. Text goes here. Text goes here. Text goes here.