

# Journal Guidelines

## **Plan Ahead! Planning starts at the beginning of the season!**



### **Early in the season ~ Schedule the Photographer**

Depending on the sport, schedule the shoot around a home game or practice. Keep in mind, not all sports lend themselves well to action shots.

In order to ensure complete coverage bring a copy of the roster & plan accordingly for group, individual and action photos.

**The photographer will rely on you for help and guidance.** In order to get as many shots as possible, consider getting help from another parent or coach.

Typically you will want:

- Team photos (serious, silly, w/ + w/o coaches)
- Seniors photo
- Captains photo
- Coach(s) photo
- Groups (Partners, Siblings, Big/Little sisters, ....)
- Individual photos

**Candid shots!** – It is unlikely that our photographer will get many, but they are important. Lots of parents take photos at games, practices and pasta parties. Encourage photo sharing for use in the journal



### **When photos are posted**

Notify the team that the photographs are available for viewing and request participation

- Forward the Journal Order Form
- Be ready to provide the What? Why? Who? Not everyone will be familiar

Parents have 2 Ad options :

- 1- Submit the order form and have the printer design the ad
- 2- Create their own ad and forward it in PDF format.

Set a deadline for ads

- Ideally, the journal should be distributed at the season ending dinner
- At the very least, the printer needs **2 weeks** to complete the process



**Determine if photographer follow-up is necessary**  
**Schedule Senior Night photos**



**Send deadline reminder**



**Deadline! AT LEAST 2 weeks prior to Dinner**

Submit to printer

-Spreadsheet (see attached)

-Completed order forms (see attached)

-Flash drive containing:

- Photos other than those offered by our photographer
- PDF ads
- Roster
- Schedule
- Honors/Awards
- Coach's Letter
- + Any additional information to be included

-Order Quantity: Journals are given to all Varsity athletes and any player who has purchased an ad. JV players who have not placed an ad are asked to contribute toward printing costs (\$25). Please also include additional copies for the Athletic Director (2-3), Coaches and last minute requests.

-Collected checks should be forwarded to the Booster Club treasurer



**Deadline to Printed Journal**

-With the items submitted, the printer will produce a proof. Expect to make corrections and updates to multiple proofs before going to print.

**THANK YOU** for all of your hard work!!  
**Without you, we would not be able to do this!**  
**Please submit your ad with our compliments!**



**Order Form**

-This can also be downloaded from the Booster Club website (on Journals page)

[www.manhassetboosterclub.org/Journals.html](http://www.manhassetboosterclub.org/Journals.html)

# Sports Journal Order Form

Dear Varsity and Junior Varsity Parents:

Participation in the Sports Journal is an opportunity to enhance the athletic programs at Manhasset High School as well as celebrate your child's achievements as a dedicated athlete. The journal will be presented to all Varsity players at the conclusion of the season. JV Players who contribute to this endeavor will also be given a journal.

The journal contains photos of the team at different venues, including games, pasta parties and practices. It will be a treasured keepsake for your son/daughter and will highlight his/her team experiences throughout the season. The journal will contain photographs and print ads (notes of love and congratulations) from parents, grandparents and friends. Businesses are also welcome to support the journal.

- \* Make checks payable to: **Manhasset Booster Club**
- \* Manhasset Booster Club donations are tax deductible
- \* Mail or email your journal ad to your parent team leader

## Donation Levels:

Full Page ad w/ Picture: \$ 200 \_\_\_\_\_ 8.5 x 11  
Full Page ad \$ 150 \_\_\_\_\_ 8.5 x 11  
Half Page ad w/ Picture: \$ 125 \_\_\_\_\_ 8.5 x 4.875  
Half Page ad \$ 100 \_\_\_\_\_ 8.5 x 4.875  
Message Board \$ 50 \_\_\_\_\_ (18 words or less)

### NEED A GREAT PHOTO FOR YOUR AD PAGE?

Visit the Booster Club Photo Gallery on our website.

You can view team and individual photographs taken by our Photographer.

If you'd like to add a photo to your ad page, write the photo number on your journal form and submit with the appropriate payment.



Sport \_\_\_\_\_  
Varsity / JV (Circle one)

Student Name: \_\_\_\_\_ Grad. Year \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent email: \_\_\_\_\_

Check #: \_\_\_\_\_

Student email: \_\_\_\_\_

Amount: \_\_\_\_\_

Please contact your parent team leader for deadlines!

## **Suggested Layout**

Front Cover = Team Photo

Inside Front Cover = High Priority Photo or Merchant Ad

Body of the Journal = Alternate Ads with other photos

Ads should be ordered as follows SR (full then ½ ), JR (full then ½ ).....

(Senior ads should come first followed by Juniors and underclassmen. Full page ads come before half page ads)

Centerfold (color) = Senior Night or High Priority Event

Back Cover = Reserved for Booster Club

Inside Back Cover = Reserved for Booster Club

Back Pages = Reserved for Booster Club

## **Flash Drive Contents**

Files:

Journal Spreadsheet

Document: Roster

Document: Captains

Document: Ad order

Document: Schedule

Document: School Records (if applicable)

Document: Awards & Honors

Document: Coach's Letter

Folders:

PDF Ads

Misc Photos