

## GUIDELINES FOR YEAR @ A GLANCE FRIDGE MAGNETS

1. The number of columns on the completed magnet will be determined by the number of events and length of text you provide. The decision regarding number of columns will be made by Schoolhouse Publications at time of formatting.
2. **The maximum number of lines that can fit on a magnet is 80 (short lines). Anything more will not be readable.**
3. Abbreviate whenever possible (Schoolhouse will abbreviate if necessary).
4. If this is the first year you have done a magnet we will need a **high quality** (minimum 300dpi) copy of your school mascot/logo/crest emailed to us along with the template. **WE CANNOT USE FAXED COPIES.**
5. School Name: \_\_\_\_\_
6. How many magnets are you intending to purchase: \_\_\_\_\_
7. Please indicate school colour(s): \_\_\_\_\_

8. **Delivery/Timeline:**

Date school closes: \_\_\_\_\_

Date school opens: \_\_\_\_\_

Date magnets required at school: \_\_\_\_\_

NOTES ON TIMELINE: please leave extra time in delivery date to allow for delays during shipping. **Also please ensure that the school will be open and available to accept deliveries a few days before and after your requested delivery date.**

9. WE CAN NOT GO TO PRINT UNTIL WE RECEIVE WRITTEN APPROVAL. (EITHER THROUGH FAX, EMAIL OR ONLINE APPROVAL).

**AN APPROVAL MEANS THE SCHOOL ACCEPTS ALL RESPONSIBILITY FOR TYPOS/ERRORS THAT MAY BE FOUND AT A LATER DATE ON THE MAGNET.**

IF A REVISION IS REQUESTED THE REVISED PROOF MUST BE APPROVED BEFORE WE WILL GO TO PRINT.

FAILURE TO DO THIS IN A TIMELY MANNER WILL RESULT IN DELAYS IN THE DELIVERY OF THE PRODUCT.

10. Please enter the information below of a primary and secondary contact person who has the authority to approve the magnet to print. (It is recommended to have two contact people as one contact may be available when the other is not).

**Contact #1:**

Name: \_\_\_\_\_

Work phone number (with extension): \_\_\_\_\_

Home phone number: \_\_\_\_\_

Work email address: \_\_\_\_\_

Home email address (if work email not available over the summer):  
\_\_\_\_\_

**Contact #2:**

Name: \_\_\_\_\_

Work phone number (with extension): \_\_\_\_\_

Home phone number: \_\_\_\_\_

Work email address: \_\_\_\_\_

Home email address (if work email not available over the summer):  
\_\_\_\_\_

11. Please type the complete shipping address below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Revisions are allowed, but we do discourage multiple revisions. As errors may occur when editing a file, it is the schools responsibility to check over the complete magnet again following revisions. Schoolhouse will not be responsible for errors found following approval.

An additional fee may be applied for excessive revisions.

13. Along with a dated and signed copy of this email document, please include a copy of the list of dates to be included on the magnet. We will accept any word processing program or you may request our template for Microsoft Word.

Do not use tables or over format as Schoolhouse will change font size, style and color when resizing to fit our graphic design program.

I have read and completed the above form. I understand all points and agree with the contents.

Signed (type name):

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Date:

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**Schoolhouse Publications Inc.**

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