

WORKSHOP

## INFORMATION

**WE ALL HAVE A STORY TO TELL.** How we choose to tell it - through words, images and design - defines our yearbook and captures the unique qualities of our audience. As you begin planning to tell your story of 2019, be sure to mark your calendar for June 5-7 and register today for the 2018 Junior High Yearbook Workshop. Brought to you by the Houston Office of Balfour Yearbooks and located on the campus of Houston Baptist University, this event will help you find your voice and articulate your message for the upcoming school year.

Our workshop will train you and your students in design, interviewing, writing, photography, software, marketing and sales. The camp is created specifically for the junior high/middle school audience and continues to be the most comprehensive yearbook training event available.

Prepare your staff - and create an energized & organized team - for the production of your 2019 yearbook. Classes will run from 9:30 a.m. - 4:30 p.m. daily.

Learn the latest trends in layout & design, headline, body & caption writing and photography. You can also set the visual tone of your publication during your personalized cover meeting with one of our expert artists.

Finally, capitalize on technology with software training in StudioWorks™ & Photoshop®. Register today at [www.yearbookworkshops.com](http://www.yearbookworkshops.com) to begin your 2019 yearbook story.

Balfour Yearbooks  
2211 Norfolk, Suite 603  
Houston, TX 77098



June 5-7, 2018  
Houston Baptist University  
7502 Fondren Rd.  
Houston, TX 77074

## ● Find your voice here

Design. Writing. Organization. Marketing. Photography. You'll master it all at this event! Our expert faculty will challenge and motivate you and your staff throughout this three-day workshop. Your entire team will come away trained and energized for the upcoming production year.

- Dynamic training facilitated by leaders in contemporary student journalism and designed for the junior high/middle school staff
- A one-on-one hour-long cover art session with one of our creative cover artists
- Adviser training on grading, staff motivation and deadline planning

## ● Computer training

StudioWorks™/Photoshop® - Students and advisers will sign up for this special session on-site. Computers will be provided.

## ● Registration fees

- \$180 for commuting students and advisers
- \$280 for overnight students and advisers (on-campus accommodations)
- With our appreciation, advisers receive a \$50 discount with eight or more registered students
- Overnight guests **MUST** confirm their registration and roommate list by May 15

## ● TEA certified

This workshop is certified by the Texas Education Agency and each attending adviser will receive a certificate for 21 TEA-certified hours.

## ● Important information

To register for the workshop, advisers should visit [www.yearbookworkshops.com](http://www.yearbookworkshops.com) and click on "Junior High Yearbook Workshop." Registering online will ensure that your space at the workshop is reserved instantly. If registering online, payment must be mailed within one week or your reservation *may* be cancelled. You may also choose to complete the form on the right and mail it to Balfour Yearbooks. Please include full payment with your registration form. **All checks should be made payable to Balfour Yearbooks.** A \$30 cancellation fee will be deducted from each student's refund if requested after May 4. Please note that overnight students must be accompanied by at least one school-approved chaperone.



### PARENT PERMISSION FORM

#### 2018 Junior High Yearbook Workshop

A parent or guardian **MUST** complete and sign one permission form for each student before he or she may attend the 2018 Junior High Yearbook Workshop. Forms must be received prior to check-in on the first day of the workshop. Please print or type the necessary information and mail completed forms to Balfour Yearbooks, 2211 Norfolk, Suite 603, Houston, TX 77098. You may also register online at [www.yearbookworkshops.com](http://www.yearbookworkshops.com). *Advisers, please note that you may make as many copies of the parent permission form as necessary, but the school registration information on the right needs to be submitted only once.*

#### STUDENT INFORMATION

School \_\_\_\_\_  
Student Name (First, Middle & Last) \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

#### PARENT/GUARDIAN INFORMATION

Parent or Guardian's Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Daytime/Work Phone \_\_\_\_\_

#### PHYSICIAN INFORMATION

Family Physician \_\_\_\_\_  
Office Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_  
Office Phone \_\_\_\_\_

#### HEALTH INFORMATION

General Health (check one):  Excellent  Good  Fair  Poor  
Is there anything in your physical condition to limit your activities at the workshop? Please describe: \_\_\_\_\_

Are you allergic to any foods or drugs?  Yes  No  
If so, please describe: \_\_\_\_\_

Do you take any medications regularly?  Yes  No  
If so, please describe medication & condition: \_\_\_\_\_

Insurance Company's name and your Policy Number: \_\_\_\_\_

#### RELEASE INFORMATION

I understand that all the information on this permission form is confidential and is requested only for the 2018 Junior High Yearbook Workshop in caring for the health needs of the workshop attendees. As the legal guardian of the attending student listed on this form, I hereby authorize the Workshop Director to secure any emergency examinations and treatments which are deemed necessary while the above named student is at the Junior High Yearbook Workshop. I understand that in case of a serious illness or injury, the parent or guardian listed above will be notified. However, should efforts to contact the parent or guardian fail and emergency treatment is deemed necessary, we empower the Workshop Director to assume responsibility for obtaining said treatment from a licensed medical facility at the family's expense. We hereby release Houston Baptist University, Balfour Yearbooks, Campus Impressions USA LP and the Workshop Director from any and all liability for any injuries sustained as a result of any accidents caused by the negligence of the participant.

Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_\_

### SCHOOL REGISTRATION FORM

One registration form per school

School \_\_\_\_\_  
Adviser \_\_\_\_\_ School Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Summer Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### ALL WORKSHOP FEES INCLUDE:

- Comprehensive Yearbook Training including Cover Consultation with Cover Artist
- Choice of Computer Training
- Workshop T-shirt
- Daily Lunch

#### OVERNIGHT STUDENT FEES ALSO INCLUDE:

- Double Occupancy Dorm Room
- Breakfast and Dinner

#### CHOOSE COMPUTER TRAINING:

StudioWorks™/ Photoshop®  No software training

#### REGISTRATION FEES:

1. Number of commuting students/advisers: \_\_\_\_\_ x \$180 = \_\_\_\_\_
2. Number of overnight students/advisers: \_\_\_\_\_ x \$280 = \_\_\_\_\_

Names of attending advisers/sponsors: \_\_\_\_\_

#### PAYMENT

**TOTAL DUE:** Add lines 1 and 2 \$ \_\_\_\_\_

*Advisers bringing eight or more students - please deduct \$50 from your total amount due!*

Enclosed is a check payable to Balfour Yearbooks

#### Detach & mail completed form to:

Balfour Yearbooks  
2211 Norfolk, Suite 603  
Houston, TX 77098  
or fax to 713-782-0781

#### For additional information,

please contact Dee Moore at  
[yearbooks@houstontpc.com](mailto:yearbooks@houstontpc.com)  
or 713-782-0700

