

# Submission Form & Agreement



*This form must be filled out completely and the Authorization section signed before your DVD Yearbook Supplement can be produced. If you are providing additional instructions for your media content, please fill out the "Additional Special Instructions" section.*

## School Information

School Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Jostens Job # (if applicable) \_\_\_\_\_

## Order Specifications

Delivery Date for school to receive DVDs: \_\_\_\_\_  
(21 working days after all materials are received)

Final Quantity of DVDs: \_\_\_\_\_  
(Quantity must be provided or materials will not be processed if received blank)

- Images are located in a DVD category/folder on YTO  
(see guidelines for creating your DVD)

Three kinds of packaging are available with the DVDs. Please select one of the following:

- White Paper Sleeves (for stand-alone distribution—free)  
 Adhesive Disc Hub (mounts inside book cover—free)  
 Adhesive Clear Plastic Sleeves (mounts inside book cover—free)  
 Jewel Cases (\$.33 per unit)  
 Movie/Retail Black Plastic DVD Case (\$.33 per unit)

## Authorization

By signing below, I represent that I have the authority to execute this agreement and bind the customer to the terms of this agreement. I further understand that Jostens has granted the school named above the right to use any music selected from the Jostens music library in the DVD that this school is ordering and that the school may not use music from any other source.

Signature of School Yearbook Adviser or Administrator \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

## Submit materials

Mail to: Jostens, Inc. or Fax: 1-800-586-4413  
Attn: DVD Supplement  
4000 South Adams  
Topeka, KS 66609







**This section is required if submitting content that *MUST* be included in your final project.  
This is your only opportunity to provide additional information to assist us in making your DVD.**

While your DVD will be created by our professional editors, we understand that you may have specific content that you want to ensure is included in the DVD or is placed in a designated part of the production (such as the first clip of the second music track). To provide these special instructions, please use the reverse side of this form. Since you may be providing more instructions than spaces provided, make copies of the form before you begin. Additional forms can be downloaded at [jostens.com/dvd](http://jostens.com/dvd).

**Materials will not be returned. Digital copies are requested.**

Terms and examples of special instructions are shown below. For additional assistance, contact our customer service team at 877-383-8677.

## TERMS

**Source Media:**

Physical location of your images such as: CD, VHS tape, hard copy, etc. If sending more than one disc, tape, etc., a label reference or title is preferred (such as “Disc #1” or “sports video”).

**Special Instructions:**

Information about the video clip (or image) and instructions on how you would like it used.

**Time Stamp or Visual Cue In:**

Use beginning time stamp, visual description of starting point, or file name if still image.

**Time Stamp or Visual Cue Out:**

Use ending time stamp or visual description of ending point.

**Chapter (Song):**

Enter the selected music track (1,2,3, etc.) in which the clip is to be used.

## EXAMPLES

**Example 1**

Chapter Song	Special Instructions	Time Stamp or Visual Cue In and Out	Source Media
Music track 1	use the player shooting the winning basket	3:07 to 3:17	Mini DV Tape #1

**Example 2**

Chapter Song	Special Instructions	Time Stamp or Visual Cue In and Out	Source Media
Music track 3	include the Homecoming queen being crowned	Start at the clip right after the announcer is on screen. End the clip right after the queen covers her mouth.	Digital Video #3

**Example 3**

Chapter Song	Special Instructions	Time Stamp or Visual Cue In and Out	Source Media
Music track 5	The graduation pictures of students throwing their caps should be the last image on the DVD.	file NAME: Gradcaps.jpg	CD #1



# Terms of this Agreement



1. Agreement — Subject to the terms and conditions herein, Jostens and the Customer agree to collaboratively configure and construct a DVD Yearbook Supplement (the “DVD” or “Product”) with the intent to merchandise and sell the finished Product to individuals affiliated with the Customer. No rights other than as specifically described herein are granted by this Agreement.
2. Support — Jostens will provide Customer a user support guide and merchandising materials to assist in merchandising the DVD.
3. Production and Delivery — The Customer agrees to submit in a timely fashion all necessary materials, including video and images, to Jostens (or Jostens designated third-party partner(s)) for compilation, replication, and labeling. The finished product(s) will be delivered by Jostens (or Jostens designated third-party partner(s)) directly to the Customer within 21 working days of receipt of Customer’s final submission of materials.
4. Minimum Order — If the minimum order from the Customer is fewer than 100 copies of the DVD, a \$250 set-up fee will be charged.
5. Rights to Content/Indemnification — The undersigned represents and warrants to Jostens, and to Jostens designated third-party partner(s) as applicable, that, in connection with all units produced and related materials provided for reproduction, the undersigned has the full and unfettered right to reproduce all of the contents therein and that Jostens and Jostens designated third-party partner(s) as applicable, are hereby authorized to reproduce for and on behalf of the undersigned all of the contents of said units and related materials. Jostens shall have the right and be entitled to use reproductions of the Customer’s cover/label design and contents in its sales and promotional literature and samples without compensation to Customer. The undersigned further warrants that said contents comply with all state and federal laws, including copyright, trademark and trade name, and that any and all appropriate licenses have been obtained where applicable. The undersigned shall indemnify and hold Jostens, or Jostens designated third-party partner(s), harmless in the event of any breach or default by it of any of its representations and warranties herein set forth as well as from any suits, disputes, actions, or other legal proceedings initiated by any third parties in connection with the reproduction of the contents of the units produced and related materials and shall pay any awards granted against Jostens, or Jostens designated third-party partner(s), and compensate them for all legal fees and disbursements incurred in connection therewith. The undersigned party further warrants and represents that he/she has the authority to sign this Agreement and that this Agreement, as executed, shall be binding on Customer.

Return this DVD Yearbook Supplement Agreement to:

Jostens  
Attn: Jostens DVD Yearbook Supplement  
4000 SE Adams St.  
Topeka, KS 66609  
Fax: 800-586-4413





If mailing, cut out the label below and attach to package.

Sent from:

---

---

---



Attn: DVD Yearbook Supplement  
4000 SE Adams St.  
Topeka, KS 66609