

# 2020 / 2021 KOHA Yearbook

The KOHA yearbook program is a great promotional piece and fundraiser source for Travel and House B players. The following rules apply for all sales within the yearbook.

## General Selling Rules:

1) **Ads from the previous year's yearbook are reserved for the family who sold them the previous year.** Any ad that is sold in violation of this rule will be credited to the previous seller. Exceptions are cases where previous ad seller is no longer affiliated with KOHA.

2) No advertising from BJ Sports, Hockey Services, Lawson Ice Arena, Wings Event Center, Wings West Arena, Athletic Mentors or Old Burdick's will be accepted. These are businesses that benefit all of KOHA.

## Team and Individual Player Photos & Rosters:

Individual player photos and team pictures will be taken during a practice session. KOHA will make the arrangements with the team Manager and Coach for the photo session using the pre-arranged KOHA Photographer. **No other player or team photos will be accepted.**

## Turn in Procedure:

Ads, with full payment, should be turned into the KOHA office periodically so that the checks are cleared in a timely manner. All ads, accompanied with a completed advertisement contract form and a check for the full amount of the ad, **must be turned in to the KOHA Office by the second Thursday in November (NO EXCEPTIONS)**. Ads that are turned in without payment in full accompanying the completed contract will not be processed. If an invoice for payment needs to be sent, KOHA will send an invoice for the payment. Those ads can be turned in but will not be processed until a check arrives. If KOHA does not receive a check by the deadline date, the player account will not be credited for that ad.

There is a 25% production fee on all advertising, which will be deducted from each ad sale.

## Ad Proofing:

Once Proofs are given back to KOHA a meeting will be scheduled for each family to proof the ads that they sold. If you do not proof the ads neither KOHA nor the Printer will be held responsible for misprints or ads that do not make it into the book. It is the responsibility of the seller to make sure that the ads are correct.

## Questions:

If you have any questions, please contact:

Dave Toth (269) 217-0095 [d.toth@koha.com](mailto:d.toth@koha.com)