

# CGS SENIOR RECOGNITION OPPORTUNITY



CGS Senior Powerpoint slides will be displayed on a loop during seating for the ceremony and during the reception of the Senior Recognition program on May 19 at UMW. If you would like to create one, please follow the instructions below.

**SLIDE DETAILS:** One page/slide per student. You may include pictures (baby, school age, etc) and text (poem, sentiment, quote, etc). Payment must be received or the slide cannot be included in the slideshow. You must use the following format:

**4:3 standard aspect ratio (in Powerpoint – go to DESIGN then SLIDE SIZE and choose STANDARD 4:3).**

**Make sure all the fonts you use are embedded in the slide – to do this: In powerpoint – choose FILE-SAVE AS then in the new dialog box that opens (after you choose your filename and location) go to TOOLS (at the bottom) then choose SAVE OPTIONS and select to embed fonts in the files (the option that is best for other people editing).**

**Please email Denise Wallace at [itreasurecgs@gmail.com](mailto:itreasurecgs@gmail.com) with your completed ppt file.**

**PAYMENT DETAILS:** Please send in the **\$10 payment** (cash or checks made payable to CGS PTO) to:

Denise Wallace (Attn: CGS PTO)  
8 Creekway Ln  
Fredericksburg, VA 22405

or pay by credit card at <https://squareup.com/market/cgs-ptol/> (\$2.50 added for processing fee).

**File and payment must be received by Saturday, May 4, 2019 to be in the program.**