**Thank you for supporting** **<ORGANIZATION NAME> by placing an Ad in our****<20XX SPORT AND/OR SEASON> Program Book.**

Event Date: 01/01/2011 –Time: 1:00PM Location: Event location here

**Ad Deadline**:01/01/2011

*Please proof read for spelling errors and/or content mistakes before submitting your ad to us. We will not be responsible for errors in ads.*

**Ad Sizes**

* **Full Page:** 8.0"w x 10.5"h
* **Half Page:** 7.0"w x 4.5"h
* **Quarter Page:** 3.375"w x 4.5"h
* **Eighth Page:** 3.75"w x 2.35"h
* **Business Card:** 3.5"w x 2.0"h

**Digital Artwork**

* Please supply files in .jpg or tiff formats
* Please name files with your company name (e.g. ‘companyname-file1.jpg’, ‘companyname-file.tiff’)
* Image resolution:300 dpi
* Ads can be accepted on a CD
* E-mail files can be accepted at: **<PROGRAM BOOK CONTACT EMAIL>**

**Hard Copy**

* Please supply a laser print.

*Please DO NOT send copies from an ink jet printer as they do not reproduce well.*

* Please supply photos and/or artwork.

*We are happy to return your submissions if you include a self-addressed stamped envelope.*

* For business cards, please supply two clean, non-wrinkled cards.

**Feeling confused or uncreative?**

We will help create your ad for you!

* Please supply the pictures, graphics and ad copy you wish to use.

Please contact me regarding any questions or send your artwork to:

Contact name

Contact street address

City, NY 12345

Contact phone number

Contact e-mail address