

SOUVENIR PROGRAM BOOK AD GUIDELINE

Sponsored by

*The Omega Gents and Sigma Tota
Chapter
of
Omega Psi Phi Fraternity, Inc.*

Souvenir Book Order Form

<i>Participant's Name:</i>					
Purchaser's Name:					
Email Address:		Telephone Number:			
Advertisement Size and Payments Received					
# of Full Page Ads @ \$150 each		# Attached		\$ Submitted	\$
# of Half Page Ads @ \$85 each		# Attached		\$ Submitted	\$
# of Quarter Page Ads @ \$50 each		# Attached		\$ Submitted	\$
# of Business Card Ads @ \$30 each		# Attached		\$ Submitted	\$
Inside Back Cover (Color) @ \$250		Attached		\$ Submitted	\$
Outside Back Cover (Color) @ \$250		Attached		\$ Submitted	\$
Total Amount of Advertisements noted above				\$	
Submitted by: <i>(signature required)</i>					
Payment Type/Information (for OGS I Use Only)					
Paid Via Business Check				\$	
Paid Via Money Order #				\$	
Paid Via Cashier's Check #				\$	
Total Amount Received				\$	
Received by:				Date:	

Please attach the advertisement layout sheet to this contract and return with payment by check or money order made payable to OMEGA PSI PHI FRATERNITY, INC., SIGMA IOTA CHAPTER All money and ads must be submitted by May 31, 2017. For additional information, contact William Higgs (510) 331-4386 or tm_enterprise@yahoo.com Note: if a picture is part of your ad, it must be a black and white glossy and have good quality. For Tax Purposes the Non Profit # 94-3178579

SOUVNEIR AD INFORMATION INSTRUCTIONS

CAMERA/PRINT READY ADS

All ads will be printed in Black & White. To ensure excellent quality printing, participants are requested to submit camera-ready ads. Ads must be original, **clear** black or color print, not fuzzy. We are requesting ads be submitted in digital form, if at all possible, to ensure the highest quality reproduction. Please submit as a Microsoft Word document, with digital quality photographs.

AD PRICES:

All ad sizes may include a photograph. Photos must be submitted as high-resolution jpg files; on a CD or USB flash drive

DESIGN:

- The Souvenir Program Book will be printed in **portrait** format. Ads may contain any graphics as well as photos as described above
- The page design will be consistent throughout the book
- Your graphics will make your page unique
- Screens of color and gradation of color do not reproduce well and should be avoided. Therefore, Black & White photographs are preferred
- Please do not over design. Simple is more pleasing to the eye and easier to read
- The best means to communicate a change on the journal during the production process is in writing, via email. No corrections will be taken over the phone. If they are written, there will be less chance of spelling errors

TIMELINE FOR RECEIPT OF ADS

All ads and payments must be received no later than Wednesday, May 31, 2017

Any ads received after Wednesday, May 31, 2017 may not appear in the souvenir program book