

# Program Book Personal Ad - How To Guide

Providence Location, Charlotte

Email: ProgramBook@MillerStreetDanceAcademy.com



It's easy to get your ad into our program. Follow these 3 easy steps!

**Due by May 3**

## 1. Fill out the form

Fill out the Program Book Advertisement Form and return to Miller Street Dance Academy with payment (check, cash, credit card, or autodraft)

## 2. Email us images and/or text.

**Option 1 - Email us your ad:** Make sure its the same size as the ad you purchased or we may have to do some cropping! Please put dancer's name in subject line of the email.

Dimensions:	<b>¼ page ad</b>	<b>½ page ad</b>	<b>full page ad</b>
	3.75"x5" (portrait) Limit 1 photo	7.5"x5" (landscape) Limit 2 photos	7.5"x10" (portrait) Limit 4 photos

**Option 2 - We can design your ad:** Email us the text you would like your ad to say as well as any other images/graphics you'd like included (high resolution files accepted only). You must own the rights to those images/graphics if they are submitted. Please put dancer's name in subject line.

**Don't forget!** If you are including a photo that was taken on **Picture Week**, make sure you have purchased that photo through the photographer at [www.exultingimages.com/events](http://www.exultingimages.com/events)

## 3. Proof it.

Once your ad has been designed, it will be emailed back to you for approval. You are given 2 revisions per ad. There is a \$10.00 charge per revision if additional revisions are requested.

### You're almost done!

- Make sure the completed form and money have been submitted.
- Each ad must have its own separate form.
- If your ad has been processed, you will receive a verification email. Please contact us if you do not receive this email.
- Please send approval within 24 hours or the ad will be printed as is.
- Only one free program book per dancer is given regardless of number of ads purchased.
- Don't forget to pick up your free program book at your dancer's recital!

# Program Book Advertisement Form

Providence 2019 Program Book - Personal Ad



Due by May 3, 2019

## Step 1 Personal Information

Dancer's Name:	
Person of Contact:	Phone:
Email:	Date:

## Step 2 Please circle the ad size and price you are purchasing

Ad Size	Ad Specifications	Price
¼ page (portrait)	Limit 1 photo; 3.75" x 5"	\$75
½ page (landscape)	Limit 2 photos; 7.5" x 5"	\$150
Full page (portrait)	Limit 4 photos; 7.5" x 10"	\$225
Inside Front Cover	8.5" x 11"	\$425
Inside Back Cover	8.5" x 11"	\$425
Back Cover	8.5" x 11"	\$750

**Step 3** If you are including a photo that was taken on **Picture Week**, make sure you have purchased that photo through the photographer, Exulting Images at [www.exultingimages.com/events](http://www.exultingimages.com/events)

### Questions? Contact:

Email - [ProgramBook@millerstreetdanceacademy.com](mailto:ProgramBook@millerstreetdanceacademy.com) (Providence, Charlotte Location)

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### For Office Use Only:

Payment Type: Credit Card \_\_\_\_\_ AD \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Total Amount: \_\_\_\_\_ Date Received \_\_\_\_\_ Initials of Staff Member \_\_\_\_\_