

# Business Advertisement - How To Guide

Providence Location, Charlotte

Email: ProgramBook@MillerStreetDanceAcademy.com

Miller Street Dance Academy, 11115 Golf Links Drive, Suite A, Charlotte, NC 28277



**Due by May 3**

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

## 1. Fill out the form

Fill out the Business Advertisement form and return to Miller Street Dance Academy.

## 2. Email us images and/or text

Option 1) Send us your ad: Email us your ad. Make sure it's the same size as the ad you purchased or we may have to do some cropping!

Dimensions:	¼ page ad	½ page ad	full page ad
	3.75"x5" (portrait)	7.5"x5" (landscape)	7.5"x10" (portrait)

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 to us. Don't forget to send your business logo (preferably png file)!

## 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 (check, cash, or credit card-VISA, MasterCard, or Discover).
- 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.
- Early bird pricing available through February 20, 2021 ONLY
- Only one free program book is given regardless of number of ads purchased.