

# 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 April 13th**

## 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. PDF only!

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, All American Imaging.

## 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!