



PROGRAM BOOK ADVERTISING

READ ALL INFORMATION

You will need the following items to compile your program book advertising page packet:

*One ½ inch hard cover 3 ring binder.

*Top loading clear sheet protectors

*1 inch x 2 5/8 inch white mailing labels for labeling pictures, page protectors and the spine of your binder.

*One CD for digital files (photos, logos, etc)

INSTRUCTIONS FOR ASSEMBLING YOUR BINDER:

1. Write your name and title on a label and affix the label on the spine of your binder.
2. You will need one sheet protector for your Contestant Fact Sheet and one for each page you have sold.
3. Your Contestant Fact Sheet should be completed and inserted into your first sheet protector.
4. Your headshot will accompany your bio in the program book.
5. Your photo should be submitted on your file CD with the file clearly labeled.
6. Submitted photos should have a minimum resolution of 300 dpi and be at least 5x7.
7. Color pictures are preferred. No crown shots.
8. *Please place your MONEY ORDER, CASHIER'S CHECK, or COMPANY CHECK in the contestant Fact Sheet protector.*
9. Label each individual sheet protector with a white label.
10. On the label, please write your name, title, and the page number (in the order that you want your pages to appear in the book). If you sold 5 pages, your labels should read: 1 of 5, 2 of 5, 3 of 5, etc.
11. Fill out all ad information forms pertaining to the individual program book page.
Each individual ad should be marked with the page number that it will appear.
12. Please include all logos and/or photos, clearly labeled, on your file CD.
13. If you have original photos that need to be scanned, please insert them into the proper page protector. Label each picture with your name, title, and the page number the picture will appear, by placing a label on the back of each picture.
14. To retain quality, please do NOT scan photos yourself and submit them on your CD.
15. Your CD should be securely placed inside the front pocket of your binder. (Tape it down !)
16. Clearly label your CD itself with your name and title.