

# Program Book Advertisement Guidelines

Submission Deadline: March 17, 2025

Mark your calendar with this date to ensure all final deadlines for the program will be met.

## Advertisement Sizes Available:

\_\_\_\_\_ Last Page of Cover- Inside or the Outside (10 X 7 ½ inches) \$300.00

\_\_\_\_\_ Full Page (10 X 7 ½ inches) \$275.00

\_\_\_\_\_ Half Page (5 X 7 ½ inches) \$170.00

\_\_\_\_\_ Quarter Page (4 ¾ X 3 ½ inches) \$125.00

\_\_\_\_\_ Business Card (1 ¾ X 3 ½ inches) \$75.00

\_\_\_\_\_ Patron (Name to be Listed on Patron Page) \$35.00

**Electronic Submission Preferred:** Files can be provided in JPEG or PDF format (HIGH RESOLUTION) and must be submitted via email to Rosalind Williams:

cocllr\_retreatads@yahoo.com and Jeanette Moore: cocllr\_cochairmoore@yahoo.com. Please include a copy of this information form along with your artwork in the perspective measurement when mailing the payment. A confirmation email will be sent when your information is received.

**Mail- In Submission:** Camera-Ready Ad must be clear and correct size to assure that it will fit properly in the space provided. Advertiser will not be responsible for the design or correction of your ad. Mail to Church of Christ Ladies Lectureship Retreat, P.O. Box 9843 Fayetteville, NC 28301

## Terms of Advertisement:

- The Program Book Committee will determine ad placement within the book.
- If any changes to the Ad are necessary, the Ad provider will be notified personally.
- The Ad provider will assume full responsibility for the content of the advertisement.
- The Ad may be paid online through the website, Cash app (\$COCLLR35), Zelle (cocllr\_ladiesretreat@yahoo.com) or by mail.
- Be sure to put comments of what your payment is for. Also, keep all documentation or confirmation numbers when paying fees, this will assure correct verification if needed.
- Make checks payable to Church of Christ Ladies Retreat and the receipt will be emailed for accurate submission and payment.

Name: \_\_\_\_\_ Business: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_