

# Manhattan School Calendar June 2009 – June 2010 Order Form

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address (for Ad Proof to be sent) \_\_\_\_\_

## SAMPLE

### *Please select level of sponsorship:*

- PLATINUM SPONSOR \$1000 & UP
- GOLD SPONSOR \$600
- SILVER SPONSOR \$400
- BRONZE SPONSOR \$225
- OTHER MONETARY DONATION/GIFT  
(Please specify) \_\_\_\_\_

### *Reserving an ad placement for a specific month:*

Ad placement for a specific month is on a first come, first served basis. To specify placement, please indicate the month (from June 2009 - June 2010) below:

### *Other instructions for your advertisement:*

### *Please send your ad in one of the following ways:*

**PLEASE DO NOT SEND PHYSICAL BUSINESS CARDS WITH LOGOS ON THEM. THEY CANNOT BE TYPE SET, AND IF SCANNED, WILL COME OUT BLURRY.**

1. Legible copy that the printer will layout and typeset.
2. Computer disk or CD or e-mailed ad may be furnished in the correct dimensions in the following software formats: Microsoft Word, Adobe Illustrator (8 & up) .ai or .eps, Adobe Acrobat PDF (5 & up) .pdf, Quark XPress (5 & up) .qxd, Adobe Photoshop (5 & up) .psd, .tif, .jpg, (300 dpi-grayscale / 900 dpi-black & white)

To avoid potential problems...

- Submit artwork at actual size of ad
- Include all fonts used or convert fonts to outlines/paths
- Include all placed/linked images

Please E-mail ads to: [artwork@LibertySquareGraphics.com](mailto:artwork@LibertySquareGraphics.com)

### **Ad Sizes:**

- |            |                     |
|------------|---------------------|
| 1 Unit Ad: | 3 ½" wide X 2" high |
| 2 Unit Ad: | 3 ½" wide X 4" high |
| 3 Unit Ad: | 3 ½" wide X 6" high |

Please mail payment and send your ad by January 12, 2009, to **Manhattan Foundation for Educational Excellence, 25440 S. Gougar Road, Manhattan, IL 60442**. If you have any questions, please call Dianne Huelsman at (815) 478-6089 or Kim Boggs at 815-478-7065.

*Thank you for your generosity!*