

# Manhattan School Calendar June 2011 – June 2012 Order Form

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

Address \_\_\_\_\_

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

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

Email Address (for 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 serve basis. To specify placement, please indicate the month (From June 2011 – June 2012) 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) .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)

Please mail payment and send your ad by Thursday, February 17, 2011, to **Manhattan Foundation for Educational Excellence, 25330 S. Gougar Road, Manhattan, IL 60442.** If you have any questions, please call Marian Thrash at (815) 478-4212.

*Thank you for your generosity!*

Month	1	2	3	4	5	6	7
Available units:	8	9	10	11	12	13	14
Available units:	15	16	17	18	19	20	21
Available units:	22	23	24	25	26	27	28
Available units:	29	30	31	May 2011			

### 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

**Customer's Instructions:**

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*LAYOUT (if necessary)*

***FOR MANHATTAN FOUNDATION FOR EDUCATIONAL EXCELLENCE USE ONLY:***

**NOTES:**

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**DATE:**

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**ACTION TAKEN:**

What was received: \_\_\_ Logo    \_\_\_ Artwork    \_\_\_ Other \_\_\_\_\_  
Copies made for MFEE treasurer and project coordinator.  
Original delivered to printer for typesetting, scanning, etc.  
Proof sent by: \_\_\_ Printer    or    \_\_\_ MFEE  
Changes made and second proof sent (if necessary).  
Final proof approved.