

**DC Dance Factory Program Ad Form**

**Dancers Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone number to contact with questions:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name of Person buying ad or company name:** \_\_\_\_\_

**Payment info: Check #** \_\_\_\_\_ **Amt.** \_\_\_\_\_

**Name on check:** \_\_\_\_\_

**Please circle which size ad you would like:**

**Full Page \$100.00- Maximum of 8 photos can be used**

**1/2 Page \$50.00- Maximum of 4 photos can be used**

**1/4 Page \$35.00- Maximum of 2 photos can be used**

**1/8 Page \$25.00- No Photos PLEASE! This is ideal for business card size**

**1/16 Page \$10.00- No Photos PLEASE! This is great for friends to wish others good luck.**

**Specific Instructions for layout:**

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**Important things to remember:**

- **Ad deadline is Monday, April 2nd 2018**
- All pictures must be submitted on disk or USB flash drive. NO printed pictures will be accepted. Pictures used in the ad will be sized to fit with the desired text. Specific picture size cannot be guaranteed.
- All text needs to be on Disk or USB drive in one of the following formats: Microsoft Word or Windows Notepad. (NO PDF FILES for text). **ATTENTION MAC USERS.** If you use the program Pages to create your text or ad, please use the option in the save dialog box to save your file in Microsoft Word format.
- Each ad will be placed in a separate envelope and will need a separate ad form. All checks must be payable to DC Dance Factory and are due at the time the ad is turned in. NO EXCEPTIONS. We will not accept payment mailed in separately. It is too hard to match checks with appropriate ads.
- Headshots taken by Yates Photography can be used for an ad only if it is a picture that you have ordered and only if it has been taken before the deadline for turning in ads. You must submit the photo on a disk (you cannot submit a photo # from the proof sheets)
- We cannot accept any e-mailed ads this year. Sorry for any inconvenience.