

Fort Worth Christian School Ads for Athletic Program

Order Blank

Business Name _____ Sold By _____

Contact Person _____ Phone (____) _____

Address _____ City _____ Zip _____

Quantity	Size		Each	Total
	Full Page	7 x 9 1/2	250.00	
	1/2 Page	7 x 4 3/4	185.00	
	1/4 Page	3 1/2 x 4 3/4	105.00	
	1/8 Page	3 1/2 x 2 3/8	75.00	
Total for Order		Cash _____ Check # _____		

Please read carefully:

All ads must be reproducible. Colored backgrounds do not work. If you cannot make a good black and white copy on your office copier, the ad will not work.

All business card ads must be horizontal. Vertical business cards will not work. Background colors on business cards are especially bad.

Please label all photographs you would like returned to you on the back. Either write lightly on the back or write the information on a label and stick it on the back. Please include the full names of all those in the photograph if you would like their name to appear in the index.

Please do not staple, tape, glue or paperclip pictures to the ad form. Place your pictures in an envelope and attach to the ad form. Sketch your ad on the back of the ad form. You can number the pictures on the back with a corresponding number on your sketch, to assure proper placement. Photos may also be scanned and emailed to Brooks Kennedy at bkennedy@pstechgroup.org.

If you are emailing an ad or pictures to Brooks, please make sure that the name you give him for the ad matches the name on the ad form that is turned in with payment. If it is a company ad with a personal picture, please put the company name on the ad form and the picture or “ready-to-run” ad that you email to Brooks.

Any graphics or pictures that are submitted on a flash drive or CD must be in color or Gray-scale (not black and white) and scanned at a minimum of 300 dpi.

Photo-ready ads may be emailed to bkennedy@pstechgroup.org. Please include the company name for a business or the family name for a personal ad. If submitting the ad by email, the form and payment must be turned in to the administration building. If payment is not received, the ad will not be in the football program and the cheerleader will not get credit for the ad. If emailing the ad, be sure to indicate that on the ad form that is turned in. Also, if you are turning in the ad but the pictures were emailed to Brooks, please indicate that.

Photo-ready ads must be in the right proportions to “shrink” correctly if they are too large. They cannot be reduced in only one direction. Please specify the ad size when emailing a photo-ready ad. (Full size and quarter page are the same shape and half page and eight page are the same shape.)

Please turn in completed ads as they are ready. Do not wait until you have them all to turn them in. This gives Mr. Kennedy a chance to work on them as they come in. Also, this gives us time to get questions answered and problems solved with ads.

If you are turning in two full-page ads and want them to be side by side, please specify that on the order form.

Please make sure the cheerleader’s name is on the ad forms to get credit. Turn ads in to the receptionist in the Administration Building. You may begin turning the ads in anytime. The last date to turn in ads is July 14.