

VIRGINIA ASSOCIATION OF MINISTERS' WIVES AND MINISTERS' WIDOWS
Dr. Gloria F. Jackson, State President ~ Mrs. Darlene B. Kelly, Local President
70TH ANNUAL STATE CONVENTION

APRIL 23-25, 2020

Host

NORTHERN VIRGINIA FELLOWSHIP AND VICINITY (NOVAMWMW)
ADVERTISEMENT INFORMATION PACKET

CAMERA/PRINT READY ADVERTISEMENT

To ensure excellent quality printing, Participants are requested to submit a camera-ready Advertisement. Advertisement must be original, clear print and not fuzzy. We are requesting advertisement be submitted in digital form, if at all possible, to ensure the highest quality reproduction. Please submit as a Microsoft Word document, with digital quality photographs.

ADVERTISEMENTS:

- Inside (front/back) Cover: \$500.00
- Full Page: \$125.00
- Half Page: \$75.00
- Quarter Page: \$50.00

Advertisement sizes may include a photograph. Photographs must be submitted as high-resolution .jpg files or .gif format in full color; on a CD or on a USB. They are to be formatted to 8.5X11" publication size with ½" margins.

DESIGN

- The Souvenir Program Book will be printed in **portrait** format. Ads may contain any graphics as well as photos as described above.
- The page design will be consistent throughout the book.
- Your graphics will make your page unique.
- Please do not over design. Simple is more pleasing to the eye and easier to read.
- The best means to communicate a change on the journal during the production process is in writing, via email. No corrections will be taken over the phone. If they are written, there will be less chance of spelling errors.

TIMELINE FOR RECEIPT OF ADVERTISEMENTS

**All advertisements must be received no later than the FINAL collection date of:
FRIDAY, FEBRUARY 21, 2020.**

Any advertisements received after the deadline **WILL NOT** appear in the souvenir program book.

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ADVERTISEMENTS

Advertisements will **not be accepted** unless accompanied by the Submission of Funds Form and the amount of money that is due. Advertisements should be listed on the Advertisements Form"; a copy of your advertisements should be attached; and an electronic copy on CD or USB or by email to: Darlene_24949@msn.com.

DEADLINE: FRIDAY, FEBRUARY 21, 2020

REMITTANCE OF ADVERTISEMENTS

- **EXACT** message must be stated.
- Spelling must be **CORRECT**.
- Message must be **TYPED** in the appropriate size and format.
- Submit **ORIGINAL** pictures only.

Please ensure that all pictures are labeled with the Participant's first and last name so that they may be returned to the rightful owner.

The check or money order should be made payable to NOVAMWMW and forward to:
 Mrs. Darlene B. Kelly.

Contact Information:

Darlene B. Kelly
 President
 MWMW Fellowship of NOVA & Vicinity
 Darlene_24949@msn.com
 540-303-1290

Send Payment To Information:

Darlene B. Kelly
 President
 2020 MWMW Convention Chairman
 MWMW Fellowship of NOVA & Vicinity
 6696 Club House Lane #203
 Warrenton, Virginia 20187

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DEADLINE: FRIDAY, FEBRUARY 21, 2020

PARTICIPANT SUBMITTING ADVERTISEMENT:

 NAME OF COMPANY OR PERSON:

 ADDRESS OF COMPANY OR PERSON:

 TELEPHONE NUMBER & EMAIL ADDRESS:

I/We _____ enter into an agreement with **NOVAMWMW** to purchase advertising space in the Souvenir Program Book.

PLEASE CHECK THE AD SIZE YOU DESIRE:

<u>Quantity</u>	<u>Type of Ad</u>	<u>Cost</u>	<u>Total</u>
_____	Inside (Front/Back Cover)	\$500.00	\$_____. 00
_____	Full Page	\$125.00	\$_____. 00
_____	Half Page	\$75.00	\$_____. 00
_____	Quarter Page	\$50.00	\$_____.00

Grand Total: \$_____. 00

****Please Provide Original Pictures, Photographs must be submitted as high-resolution .jpg files; on a CD or on a USB****

FOR COMMITTEE USE ONLY:

Form of Payment:	Date Received:	Received By (initials)	Disc Rec'd: Yes or No
Amount Received:	Ad Size: Full, Half, Quarter	Photo: Yes or No	Type: B/W or Color

Mrs. Darlene B. Kelly, President/Convention Chairman Mrs. Hattie C. Blackmon, Convention Advisor
 Ministers' Wives & Ministers' Widows Fellowship of Northern Virginia & Vicinity; Host