**2017 Orders Department Encampment**

**Program Book Advertisement**

**Order Form**

Please help us defray the cost of hosting the 2017 Department Encampment by placing an advertisement, memorial or booster ad in the Official Program Book of the 2017 Department Encampment to be held in Front Royal, Virginia.

 Express your pride and honor your Civil War ancestors and their units. Send greetings on behalf of your Auxiliary, Camp, Tent, Circle or Department.

 Name: Mailing Address: City:

 State: \_\_\_ ZIP Code: Phone Number: Email: \_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Ad Specifications and Requirements:**

* Size of the Program Booklet is 8 ½” wide by 11” high (vertical)
* All ads are **black and white**
* No bleed ads will be accepted. Ad must fit within the 8 ½” by 11” page size.
* All ads must be complete and supplied in an electronic format. **A digital copy, 300 dpi or more in a jpg or pdf file format, and at the final size the ad is to be reproduced.**
* All ads must include all graphics, photos and any design elements in place as well as all type fonts must be imbedded.
* You may request a type only add and ads of this type will require that you send all text in either a Microsoft .doc or .docx file.
* Photo copies of ads or formerly printed ads, especially if they are already half-tone screened are not recommended and if submitted as such, the quality will not be guaranteed.

**Ad sizes are:**

|  |  |
| --- | --- |
| ❑ Full Page (ad area not to exceed 7” wide by 9-3/4” high)  | Price: $30 each  |
| ❑ Half Page (ad area not to exceed 7” wide by 5” high)  | Price: $20 each  |
| ❑ Quarter Page (ad area not to exceed 3-1/4” wide by 4-1/4” high  | Price: $15 each  |
| ❑ Sponsor Ad 1-1/2” high by x 6” wide   | Price: $10 each  |
| **TOTAL ENCLOSED: $\_\_\_\_\_** |  |

Mail this form and a check payable to the Chesapeake Department, SUVCW 2017 to: **Charles B. Poland, 4641 Heather Drive, Roanoke, VA 24018**. Also please include a printed copy of your ad.

Send all ad electronic files to: chuckpoland@cox.net If your files are too large to Email send a CD or other recordable media to the mailing address above. ***DEADLINE : All orders must be received prior to Feb 28, 2017***