

The POINTE! Ad book Submission Directions

Please follow the following steps to assure that your ad is accurate for submission to the 2012 Ad Book Fund Raiser.

Please enter the following information in an email format to:
thepointe@thepointedancestudio.com

1. In the subject line:

Your child's full name and size of ad; Full Page (no more than 3 photos), Half Page (no more than 2 photos), Quarter Page (1 photo only), or Shout out Line (15 or less words)

2. Your child's name and size of ad again plus the text you would like in the ad. Please DO NOT include any clip art, borders or fancy fonts. 12pt Times Roman will do.

3. Forward to the email address above and be sure to print a copy to attach to your photos when you submit them at the school.

4. PLEASE DO NOT write on the back of the photos with ink pen. Use a Post-It note to identify your photo. Tape it to the back of the photo only!

5. If your photos appear fuzzy, that is how they will appear in your ads. Please submit only clean, crisp, un-crumpled photos. The designer cannot fix bad photos. She charges an additional \$80.00 per hour minimum to fix bad photos. Parent will be responsible for supplying a new photo or pay the fee.

6. If you are purchasing a full-page ad, please be sure to submit images that are 4" x 6" or larger. Anything smaller may be omitted at the discretion of the designer.

In order to receive the discounts on the advertisement book, all items must be turned in by deadlines. If not turned in by the deadline you will have to pay regular price for each ad.