



# Concerts at St James's ♦ Program Advertising Reservation

- 1 – **RESERVE YOUR AD SPACE:** Email this completed form to [concerts@stjameswh.org](mailto:concerts@stjameswh.org). (Print, complete, scan to PDF, and email.) See due dates below. For premium ads, contact us to check for availability before registering or sending payment.
- 2 – **MAKE YOUR PAYMENT:** Print the completed form and mail with your check (made out to St James's Episcopal Church) to Concerts at St James's, 19 Walden Street, West Hartford CT, 06107. See due dates below.
- 3 – **SUBMIT YOUR AD COPY:** Send high-resolution (minimum 300dpi) *digital files* (PDF, JPG, PNG) in the proper dimensions to [concerts@stjameswh.org](mailto:concerts@stjameswh.org). See due dates below. Do not send ad copy by postal mail.
- 4 – **QUESTIONS?** Contact us at [concerts@stjameswh.org](mailto:concerts@stjameswh.org) or 860-676-2228. Thank you!

YOUR CONTACT INFORMATION (all items required)			
Business or Organization	Your Name		
Street Address	Phone		
City, State, ZIP			
Email			
YOUR ADVERTISING CHOICES – Check the box	Dimensions in inches	Organ Recital May 31	AMOUNT
<b>Important! Reservations and payment due by:</b>		May 15	
<b>PREMIUM ADS</b> (Check for availability before registering or sending payment)			
Back cover outside <b>SOLD</b>	7.5" w x 10" h	SOLD	\$
Back cover inside	7.5" w x 10" h	<input type="checkbox"/> \$250	\$
Front cover inside <b>SOLD</b>	7.5" w x 10" h	SOLD	\$
<b>STANDARD ADS</b>			
Full page inside	7.5" w x 10" h	<input type="checkbox"/> \$175	\$
Half page horizontal	7.5" w x 5" h	<input type="checkbox"/> \$100	\$
<b>COMPACT ADS</b>			
Quarter page <i>vertical</i>	3.75" w x 5" h	<input type="checkbox"/> \$60	\$
Eighth page (business card)	3.75" w x 2.5" h	<input type="checkbox"/> \$35	\$
YOUR AD COPY AND DUE DATES			
<b>Important! Ad copy and instructions due by:</b>		May 15	
<input type="checkbox"/> I will send digital ad copy that meets all requirements via email by the due date shown.			
<input type="checkbox"/> Please design my ad for the fee shown below. I will send graphics and text by the due date. → Add design fee: <input type="checkbox"/> \$75 Premium <input type="checkbox"/> \$50 Standard <input type="checkbox"/> \$25 Compact			\$
<b>TOTAL DUE:</b>			\$
<input type="checkbox"/> I'm interested in sponsoring a program or helping to underwrite a concert. Please contact me.			
<input type="checkbox"/> <b>(Required)</b> I agree to the terms and conditions set forth in the advertising guide.			
Signed:		<i>Note: When you return this agreement via email, your email message serves as your signature.</i>	

**Two steps to place your ad:** 1) Email this completed form to [concerts@stjameswh.org](mailto:concerts@stjameswh.org) and 2) Print this completed form and mail with your check (made out to St James's Episcopal Church) to Concerts at St James's, 19 Walden Street, West Hartford CT, 06107. Thank you!