



Delta Chapter Alumni Association

100th Anniversary Celebration!

www.deltachapter1915.com

Ad Format Instructions for Non-Registering Supporters

You are invited to actively participate in celebrating the 100th Anniversary of Kappa Alpha Psi Fraternity, Delta Chapter, by placing an ad in the souvenir book. This is an epic event and your support and presence, will provide you and your family a lifetime of memories!

- *Proceeds from the Ad sales and all activities will be donated to the Wilberforce University. It is our way of giving back to the next generation of students. Proceeds will go towards scholarships, refurbishing existing facilities, operating budgeting, equipment and all the ancillary items that a University needs to function.*
- *Selfless giving is a key element of a person's character.*

The following are specifications for all Ad submissions:

AD FORMAT GUIDELINES:

- We cannot create or design “custom ads”. We need either a “**ready to copy**” paper version or a “**ready to print**” electronic version of the ad.
- Committee will not print ads that are deemed inappropriate and there will be no refunds.
- Microsoft word/Adobe document with no photos for Ads, *supply photo file separately.*
- Send your Ad materials by E-Mail or postal mail on a CD disc. (We prefer E-Mail delivery.)
- You may have your photos scanned to a CD disc at your neighborhood drugstore, or photo-processing center. Save them in JPEG (.jpg) image format. Images are recommended to be at 300dpi.
- Submit a one page Microsoft word/Adobe document (at least 16pt size—any Font). To identify, please send file with your name as the file name example: *Wayne Watson picture.doc*, *Hendersonville Alumni.pdf*
- Send any photos for the Ad as a separate file. Please be sure to identify who is in each picture left to right; or any caption you want below picture by using that as the file name for the photo, example: *My trip to Spain.jpg*; *my kids Susie, JohnJr.jpg*; *me, wife Jackie, Susie, JohnJr.jpg*.
- If you are experienced with creating PDF documents you may submit your Ad as a completed PDF (.pdf) file complete with picture layout – Built to One page Ad size (at least 16pt size – any font).

NOTE: ALL AD MATERIALS DUE BY December 31, 2014



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| Submit electronic Ad files by E-Mail to: Ad Committee Adformdeltachapter@gmail.com Subject: 100 th Ad Files | Submit check by Mail to: Delta Chapter Alumni Association 1290 Bay Dale Drive PMB # 227 Arnold, Maryland 21012-2325 Attn: Delta Chapter 100th Anniversary |
| Material and payment due by December 31, 2014 | |

100th Ad Order Agreement For Non-Registering Supporters

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| Ad Size: <i>Any Ad over \$150 receives free book</i> <input type="checkbox"/> Full Page - \$150 <input type="checkbox"/> Half Page - \$75 <input type="checkbox"/> Business Cards - \$25 <input type="checkbox"/> Center Fold (crosses over 2 pages) - \$350 | Image: <i>(if nothing select, default will be color, unless photo is black and white)</i> <input type="checkbox"/> Color <input type="checkbox"/> Black and White |
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Please review and check the appropriate boxes below, then Sign this agreement and Postal mail it with your registration and payment.

Images are recommended to be at 300dpi.

- I have e-mailed my Ad files that meet the stated Ad submission guidelines.
 Word Document/PDF Picture
- I have postal mailed the following items that meet the stated Ad submission guidelines.
 Word Document/PDF Picture Registration form Ad files
- I have added an additional \$50 for you to mail me copy of the Souvenir book to address listed below. All souvenir books if purchased, will be mailed to address on ad form no later than 90 days after the event. (this for those who do not purchase a full page ad)
- Signature and/or payment authorizes Delta Chapter Alumni Association to publish my submitted Ad(s) in the 100th Anniversary Souvenir book and make appropriate adjustments to formatting (not content) if required.

Total amount to expect: _____ (*write in total amount*)

Please Print:

Purchaser's Name: _____

Company: _____

Address _____

City _____ State _____ Zip _____

Telephone () _____ e-mail _____

Web-site _____

Signature: _____

Date: _____

NOTE: ALL AD MATERIALS, FORMS & PAYMENTS DUE BY December 31, 2014

Find us on:

Facebook: 100th Anniversary Celebration: KAPsi Delta Chapter

Webpage www.deltachapter1915.com

Twitter handle: @1915Kappa

Instagram handle: KapsiDeltaChapter

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