

HNN Benefit Gala

Advertising Form

Advertiser/Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Advertiser's Signature: _____ Amount Paid: _____

Visa MasterCard AMEX Check #: _____

Program Book size: 8.5" x 11" Color and/or black and white ads accepted

Please check space desired:

- \$200 2 Page Spread
- \$100 Full-Page Ad
- \$50 Half-Page Ad
- \$25 Quarter-Page Ad
- \$10 Business Card Ad

Card #: _____ CVV #: _____ Expiration: _____

Message (Optional):

Create and ad with the message provided Ad enclosed

Full payment and camera-ready artwork must be submitted with this form.

Ads emailed to: HNNGala_Ads@churchofthevillage.org

DEADLINE: October 17, 2014

Please see reverse side for complete specs for all submissions.

Please make checks payable to: The Church of the Village

Attn: Virginia Riker

201 W. 13th Street • New York, NY 10011

Phone: 212.243.5470

www.ChurchoftheVillage.org

All contributions are tax deductible to the extent allowed by the law. Church of the Village is a 501 c(3) charitable organization (#EIN: 13-5562281).

Digital Specifications for *HNN Benefit Gala*

Specifications:

Program Book Size: 8.5" x 11
Printing: Black and White
Binding: Saddle Stitch

Live Ad Dimensions:

Inside 2 page spread	16" x 10"
Full-page	7.5" x 10"
1/2 horizontal	7.5" x 4.75"
1/4 Vertical	3.5" x 4.75"

Important :

- Make ALL document sizes equal to ad trim
- DPI: 300 DPI on ALL images. Anything supplied less than 266 DPI will compromise quality of images.
- Proof and page file must have crop marks indicating trim.

Safety:

For type safety keep all live matter AT LEAST ¼" inside ad trim on ALL sides (including gutter for 2-page spread ads).

Supported File Formats:

- Adobe InDesign CS
- Adobe PDF
(High Resolution/Print Ready/Fonts Embedded)
- Adobe Photoshop CS
- Adobe Illustrator CS
- High Resolution JPEG or TIFF file
(300 dpi at 100% of original artwork size)

Non-Acceptable File Format:

- Microsoft Word files.
- Low resolution image files (JPEG, TIF, GIF, etc.)

Fonts:

- Included screen & printer fonts and those used in EPS files.
- Always use real typeface. Do not use application to apply styles (i.e. Bold, Italic, Outline, Shadow, Underline).
- Included all supporting files that are placed (linked) in the files. Required Proof Specifications

Important Note:

Publisher reserves the right to trim, reset or otherwise change copy elements that are not to required specs. Reproduction quality is at the advertiser's risk if publisher's specifications are not met or if material is received after closing date.

Send Ad Material to:

HNNGala_Ads@churchofthevillage.org
Church of the Village
Virginia Riker
201 West 13th Street, New York, NY 10011
For questions, call 516-859-6955



THE CHURCH OF THE VILLAGE

201 W. 13th Street (corner of 7th Ave.)

New York, NY 10011 • (212) 243-5470

www.churchofthevillage.org

HNN Benefit Gala
Silent Auction Donation Form

DONOR/COMPANY: _____

Company Contact: _____

Address: _____

City, State, Zip: _____

Daytime Telephone: _____

Email: _____

AUCTION ITEM:

ITEM DESCRIPTION, ACCOMODATIONS, TRAVEL, OR SERVICE: (Please attach promotional materials, photos, brochures, etc.) Include any special comments or restrictions

(Unless otherwise specified, items and services offered are available for use after 11.02.2014)

RETAIL VALUE: (Must Provide) \$ _____

DONOR'S SIGNATURE:

STATUS OF DONATION: (please check all that apply)

Item Enclosed

Display Materials Enclosed

Gift Certificate Enclosed

Item to be delivered (date) _____

This Form serves as certificate

Please List as an Anonymous Gift

Donation/Sponsorship of Item Enclosed Item: _____

Item Must Be Received In Church of the Village Office By Friday, October 25, 2014. If the item cannot be presented by the time of the Winter Gala, a letter or certificate from your company to be given to the highest bidder on the evening of the event will be needed. Please call (516) 859-6955 with any questions.

Please FAX this completed form to HNNGala_Ads@churchofthevillage.org by Friday, October 25, 2014. Thank you for your generosity and support.