

AD Sales Program - Chorus students will have until **03.NOV.2017** to sell ads.

These ads will be sold on a "FIRST COME, FIRST SERVE" basis so the sooner you get out there, the better your chances will be to secure the sale.

REMINDER:

All Chorale or Jubilate students are required to sell one (1) half page ad or two (2) business card ads.

When you have contacted a Business/Individual, please fill out the online form [Student Contact - Business/Individual ADs Sales Form](#).

1. When you have sold an AD, please fill out the printed [2017-18 AD Order Form](#).
2. Use your phone to take a **CLEAN, CLEAR AND LEGIBLE** photo of the completed form – **this will be the electronic copy you will upload when you submit your order online.**
3. To submit your AD Order, go to our www.whitewaterchorus.com website and complete the online [2017-18 AD Order](#) form.

If you are able to obtain an electronic version of the AD, please upload it right away along with the photo of your completed AD Order Form. There will be a link at the end of your online form that will allow you to submit the order electronically.

RENEWAL ADS ONLY -- There is an option during your online submission to indicate whether you have sold a RENEWAL AD instructing us to use the same AD that was placed last year.

IMPORTANT!

ALL ADS MUST MEET OUR REQUIRED SPECIFICATIONS and ALL FILES MUST BE NAMED CORRECTLY. Any files that are not named correctly or does not meet our required specifications may cause a delay in placement and the AD may not make it into the program until your uploaded files are corrected.

If you are **not able to obtain an electronic version of the AD**, please **be sure to get the Business/Individual's email address and an email with a submission link will be sent to them so they can upload their AD at a later time.**

It is ultimately **your responsibility** to make sure all **ADs you sell are complete, correct, paid, and submitted on time.**

There is a good chance that more than one chorus student may have approached the same business. Unfortunately, **we can only credit the student with the sale who turns in the completed ad form and payment first.**

The **Form Links** to all our online submission forms can be found on our website at www.whitewaterchorus.com.

Please contact Aimee Kade if you have any questions: Cell (920)268-3771 or whschorusads@gmail.com.

AD SIZES AND LAYOUT SPECIFICATIONS:

FULL PAGE AD	5" X 8" VERTICAL
HALF PAGE AD	5" X 4" HORIZONTAL
BUSINESS CARD AD	2" X 3.5" - VERTICAL
BUSINESS CARD AD	3.5" X 2" - HORIZONTAL

ALL ADS must be high resolution files of no less than 300ppi.

FILE NAMING SPECIFICATIONS:

All files uploaded must be named correctly so that there is no delay or confusion as to what file belongs to what AD/Student.

Please name your files as follows:

[StudentName]-[ADName]-[increment].ext

As an example:

KeenanKade-Alpla-1.pdf → (this is the completed AD Order Form)

KeenanKade-Alpla-2.jpg → (this is artwork for the AD)

KeenanKade-Alpla-3.gif → (this could be a high resolution logo for the AD)

1. **ALL ADS and a completed copy of the 2017-18 AD Order Form** must be submitted digitally via the 2017-18 AD Order Form link found on our website (www.whitewaterchorus.com).
 2. The following formats in high resolution (**no less than 300 ppi**) are acceptable:
.GIF .JPG/.JPEG .PSD .PDF
.EPS .TIF .AI .INDD
 3. **MAKE SURE** that **ADS are sized correctly according to the Specifications above.**
 4. **MAKE SURE** that **ALL Files are named correctly according to the Specifications above.**
 5. **DO NOT** staple or tape artwork to AD Order Form.
 6. ALL AD Order Forms, ADS and Payment in Full must be received by the WHS Choral Dept no later than: **NOV 3rd, 2017**
 7. Your AD will be placed when all AD Files and **PAYMENT IN FULL HAS BEEN RECEIVED** by the WHS Choral Dept.
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