



Southern Newsletter Ad Reservation Form

ACDA Southern Division Newsletter

Southern Division Newsletter is mailed to approximately 3,700 choir directors in: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia

Contact Information		
Company Name		
Contact Person		
Address		
City	State	Zip
Phone	Fax	
Email Address		
Web Site		
Type of Company (i.e. publisher, school, tour, retailer, etc)		

2008 - 2009 Issue Year		
December 2008 Ad Copy Deadline: October 1, 2008	___ Full-Page..... (7.5" w x 10" h).....	\$225.00
	___ 2/3-Vertical..... (5" w x 10" h).....	\$150.00
	___ 2/3-Horizontal..... (7.5" w x 6.67" h).....	\$150.00
	___ 1/3-Vertical..... (5" w x 5" h).....	\$ 80.00
	___ 1/3-Horizontal..... (2.5" w x 10" h).....	\$ 80.00
___ 1/6-Page..... (2.5" w x 5" h).....	\$ 50.00	
May 2009 Ad Copy Deadline: February 1, 2009	___ Full-Page..... (7.5" w x 10" h).....	\$225.00
	___ 2/3-Vertical..... (5" w x 10" h).....	\$150.00
	___ 2/3-Horizontal..... (7.5" w x 6.67" h).....	\$150.00
	___ 1/3-Vertical..... (5" w x 5" h).....	\$ 80.00
	___ 1/3-Horizontal..... (2.5" w x 10" h).....	\$ 80.00
___ 1/6-Page..... (2.5" w x 5" h).....	\$ 50.00	

Mechanical Details and Policies

- Ads should be designed to exact dimensions with no bleed. Ad files must be submitted as grey scale, black & white or CMYK for full color. RBG files are not acceptable.
- Ad copy must be submitted as PDF or JPEG file at 300 d.p.i. All fonts and graphics must be embedded. Send ad by email to the address listed below. Advertiser is responsible for print resolution, liability for content of ad and will assume responsibility for any claims arising therefrom against ACDA.
- To avoid misidentification, the ad file name should be the same as that of the advertiser.
- ACDA reserves the right to approve and edit all materials proposed for publication and distribution.
- Payments must be made payable to ACDA in US Dollars. We accept check, money order, Visa, MasterCard and Discover. ACDA will process purchase orders for educational and governmental institutions when the proper purchase order paperwork is submitted along with a signed copy of the reservation form. No refunds will be given.

Ad Copy Submission

Submit copy by email directly to the newsletter editor:
lbarrow@ngcsu.edu

Reservation Form Submission Options

- Fax**..... 405-232-8162 (no cover sheet please)
To avoid duplication, do not fax your form if mailing a check
- Mail**..... ACDA
Newsletter Advertising
PO Box 2720
Oklahoma City, Oklahoma 73101-2720
- Contact**..... Jeffery R. Thyer, ACDA Division Liaison
Phone: 405-232-8161 x 203
Email: conventions@acdaonline.org

Keep a copy of this form for your records

Payment (please select one)

Total Due: \$_____ payable to ACDA in US Dollars
ACDA Federal Tax ID 62-0695676
(This form must arrive together with your payment or PO - do not send separately)

- Check # _____ (enclosed - do not fax if mailing a check)
- PO # _____ (PO form & this form must arrive together)
- Credit Card. Print Name on Card: _____

Expiration Date: ___ / 20 ___ CVV 2: ___

Card Billing Address: _____

Billing City, State, Zip: _____

Authorized Signature: _____ Date: _____

I agree to pay the total amount according to the credit card issuer agreement. I acknowledge that no refunds will be given. I will comply with the terms and conditions outlined above. ACDA is not responsible for USPS mail, shipping, fax, or electronic submission failures.

Thank you for supporting choral music and the
American Choral Directors Association!

For ACDA Use Only:	Account #: _____
	Order #: _____