

Souvenir Journal

Let's Do This!

**COUNCILS
&
COURTS**

**RENO 2020 IS HERE.
PLACE YOUR AD TODAY!**

Same low prices as last year!



Western States District 2020 Souvenir Journal Guidelines

Submissions

We are pleased to announce the submission guidelines for the 2020 Western States District Conference Souvenir Journal. **All forms must be submitted electronically to souvenirjournal@saintly.com.** Remember, units and individuals still need to mail their payment and order form to the Financial Secretary or pay online via the web portal. All ad submissions include a digital presence on the WSDC website.

2020 WSD Conference Souvenir Journal Guidelines

The electronic submission will be available until midnight April 3, 2020. All payments must also be received by the WSDC Financial Secretary by April 1, 2020. We will not be able to accept submissions (forms, photos) by mail. Additionally, we will not accept changes to text or photos once we have received your materials (this includes missing and corrupted files), so please review all submissions before sending them!) Files will be sent to the printer immediately after the deadline for final printing of the Souvenir Journal.

Ads should be camera ready and submitted as a pdf document. If the ad needs designing, please follow the protocol listed below and add \$25 for design:

Text Specifications

- All text must be submitted as a Microsoft Word document.
- All text should be submitted in Times New Roman size 12 font, single-spaced with sections clearly labeled. Please run spell/grammar check before submitting any materials. Limit your use of bold, italicized, or underlined text.

Photo Specifications

- All photos must be submitted in a .tiff or .jpg format (no .pdf files). No scanned reproductions of an image from another publication can be used. Do not send photos in a Word document. All images must be uploaded individually!
- It is recommended that all photos are high-resolution (hi-res). Please do not send thumbnails (very small, low resolution photos). As a rule, the larger the image file the better it will print.

Contacts:

Chair: Lady Mary T. Skinner 480-212-3808 souvenirjournal@saintly.com

Financial Secretaries:

LeRoy Titus 13282 Briarwood St, Cerritos, CA 90703 leroytitus@gmail.com
Karen Pinson 809 W 169th Pl, Gardena, CA 90247 kpinson670@aol.com



Western States District Conference Knights of Peter Claver and Ladies Auxiliary. 67th Annual Conference

April 24-26, 2020

2020 Conference Souvenir Journal Individual, Unit or Business AD Form DEADLINE: **April 3, 2020**

All ads should be sent via electronically to souvenirjournal@saintly.com. Ads should be CAMERA READY Artwork/Copy and saved in a PDF format. A hard copy of your journal ad should be included with your payment submission.

Unit Name _____

Advertiser Name _____

Contact Name _____

Address _____

	Type of AD	Cost	Cost w/Photo	Total
<input type="checkbox"/>	Inside Front Cover (Color)	\$250		
<input type="checkbox"/>	Inside Back Cover (Color)	\$250		
<input type="checkbox"/>	Back Cover (Color)	\$300		
<input type="checkbox"/>	Full Page 7" x 9"	\$130	\$155	
<input type="checkbox"/>	Half Page 7" x 4.5"	\$ 70	\$ 95	
<input type="checkbox"/>	Quarter Page 4.5" x 3"	\$ 50	\$ 75	
<input type="checkbox"/>	Business Card	\$ 25		
TOTAL AMOUNT ENCLOSED				\$ _____

- Black & white or color photographs accepted (black & white preferred). Ads will appear in black & white.
- You may wish to use one of the following fonts for your ad copy Bookman, Arial, or Times Roman.
- Electronic Submissions of your ad should be electronically sent to souvenirjournal@saintly.com.
- **NO** payment via CASH will be accepted.
- Payment for all ads must be submitted no later than **April 1, 2020** by money order, certified check or unit check payable to: **WSDC** and must accompany the ad form.
- One copy of ad form along with payment must be mailed to WSDC Financial Secretary. **A copy of the check and the ad form must be emailed to souvenirjournal@saintly.com**
- Questions may be directed to Souvenir Journal Chair or Lady Mary T. Skinner at souvenirjournal@saintly.com.

FOR COMMITTEE USE ONLY:

Form of Payment:	Date Received:	AD or Patron	Unit
Amount Received:	Ad Size: Full, Half, Quarter	Photo: <input type="checkbox"/> Yes or <input type="checkbox"/> No	Type: B/W or Color

Fourth Page Ad - \$50.00

Fourth Page Ad - \$50.00

**ADD \$25 FOR EACH PHOTO
OR ARTWORK**

Full Page Ad - \$130.00

Half Page Ad - \$70.00