

Co-op Ads Proposal Form: email to Leah Young at lyoung@musikgarten.org

Date:

People involved:

Main contact:

Newspaper/Magazine Name:

Size ad:

Frequency of Ad: 1 time___ monthly___ quarterly___ other(please specify)_____

Total Cost of ad:

MG's share of total cost:

Name and address of person to whom Musikgarten should send a check:

Timeline - Space Reservation Deadline:

In most cases, we will be able to turn an ad around in 1 month from the time this application approved. However, the timeline is subject to the graphic designer's schedule and may be longer. You will be advised of this upon approval.

Artwork Due:

Choose Ad:

Number 1___

Number 2___

Number 3___

Number 4___

Attach your text copy. It should appear **exactly as you want it to appear within your ad**. For example, if you want all area codes to be enclosed in parenthesis, be sure that is how they are on the copy you are submitting. It is not sufficient to format just one phone number and assume that the rest will be the same.

Leah will contact you if there needs to be any changes to your copy before it is ready to go to the designer. Once the designer has put your copy into the ad of your choice, Leah will proofread the ad to make sure it is consistent with what was submitted. Leah will work with our designer to make any necessary corrections. Once the ad is accurate, Leah will forward the ad to you for your approval. If, at that point, you request changes to the ad, Musikgarten reserves the right to charge you the hourly rate charged by the designer for making the changes.