

AD SUBMISSION CHECKLIST

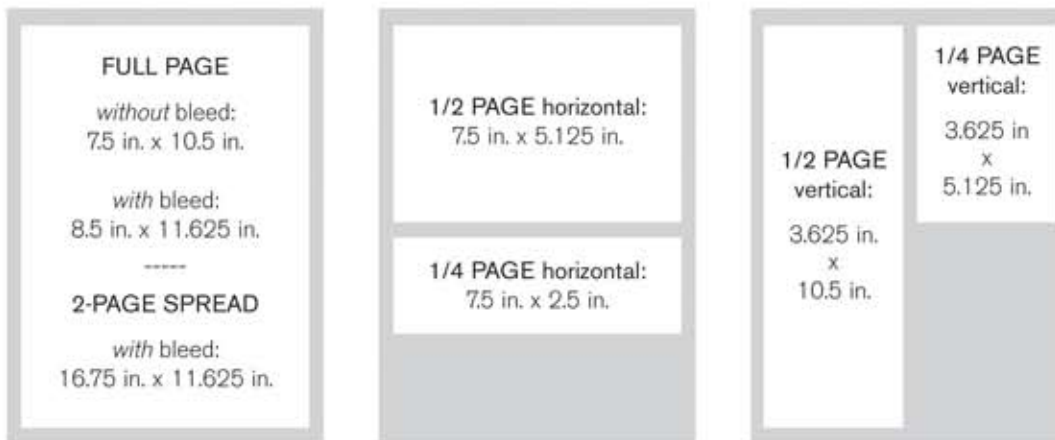
ADVERTISER _____ CONTACT NAME _____

ADDRESS _____ PHONE _____ FAX _____

CITY / STATE / ZIP _____ EMAIL _____

SIZES

Publication trim size is 8.25 inches x 11.375 inches.



MECHANICAL REQUIREMENTS

You must check one box per item as confirmation that you have read and understand these requirements.

All files must be Macintosh compatible, with Macintosh formatted fonts.

WE ACCEPT 2 FILE TYPES (Please check which file type you are submitting):

Adobe EPS file (Illustrator or Photoshop)

Should be saved as CMYK or Grayscale. All type should be converted to outlines. All images must have a resolution of 300 dpi and be embedded in the file.

Adobe PDF document

Image(s) must be CMYK or Grayscale and have a resolution of 300 dpi. Must have all images and fonts embedded. Distill at the "Print" (not "Screen") setting.

All files must be designed to be placed at 100%.

On ads with a white background, a 1-pt. box frame is required.

ALL ads must be submitted with a hard copy printout of the ad, made from the advertiser's final file.

(This will be used to proof layout and fonts – NOT color or resolution. Ink jet and laser copies in black + white are acceptable.)

Ads submitted in an incomplete or incorrect format are subject to additional service charges.

Mail (on disc) your materials to the address above / or e-mail the file to: nichole@forecastpublicart.org.