



Here's how you can help our school!
 Donate items toward our auction or submit
 an ad in our program book AND visit us on
 Saturday March 10, 2018

Auction Sponsorship and Advertising Form

Auction Program Ad Specifications

Advertising Notes: Thank you for contributing to our auction. Your donations help make a difference in the lives of our children. Please use the specifications listed below when creating your ad.

\$1,000	Scholar Level Sponsor: Full inside cover ad size 8"H x 4.75"W
\$500	Honor Roll Level Sponsor: Full page ad size 8"H x 4.75"W
\$250	Head of Class Level Sponsor: Half page ad size 3.75"H x 4.75"W
\$100	A-B-C Level Sponsor: Quarter page ad size 3.75"H x 2.25"W
\$50	Mini Card Program Advertising: Mini business card size ad 1.5"H x 2.3"W

File formats and special instructions:

- Accepted file formats: .jpeg, .eps, .pdf, .tiff, .pict
 - Submit high resolution files at 300 dpi minimum
 - Program files accepted: Photoshop, Publisher, Acrobat, Word
 - Link any files to page layout files and include fonts and pictures
 - Any embedded art or pictures used in MS Word files is not acceptable, please send art separately
- *All proofing of ads created in-house is the responsibility of the advertiser***

Contact Erin Neurohr, WCPS Auction Coordinator at 610-692-6538 or by email director@westchesterplayschool.org

Return form by 2/10/18 to: West Chester Playschool, 725 West Miner St. West Chester, PA 19382

WCPS Auction Sponsor/Ad Form

Please complete this form and send or drop off at Playschool. Submit your materials with your payment on Disc or via email. Include a hardcopy of ad for reference. We will create your ad if needed.

Ad size: (check one per form):

Scholar Level- Inside Front or Back Cover \$1000 **A-B-C Level** - Quarter Page Ad \$100
 Honor Roll Level - Full Page Ad \$500 **Mini-Card** - Reduced Business Card Ad \$50
 Head of Class Level - Half Page Ad \$250

Your Name: _____ Company Name: _____

Full Address: _____

Phone/Fax/Email: _____

Payment Enclosed: \$ _____ Cash or Check # _____ (payable to West Chester Playschool)

Name of WCPS Family Soliciting Sponsorship (if applicable) _____

Office Use: (Please attach any copy materials to form)	Submit a copy of this form to Jodi
Received: cash/check, Date _____	Check # _____ Amount\$ _____
Ad materials submitted via email _____	Disc or stick _____ keep form and disc together ad created by WCPS _____