

INSTRUCTIONS FOR SUBMITTING ADS

Please choose the **Advertisement Type** you will be purchasing using the drop-down menu.

Then, choose the **Cotillionette** you are honoring. If there is more than one Cotillionette you are honoring, navigate to the bottom of the drop-down menu. And you will see: Select Multiple Cotillionettes.

If you are a member of The Links, Incorporated and are supporting our chapter with no specific Cotillionette, please scroll down and accept 'Link to Link'

Then under **Camera Ready Upload**, select the file (your formatted 1-page ad) you will be uploading. This should be saved on your computer for retrieval. Only PDF, JPEG, JPG or PNG files will be accepted. (Word, PowerPoint etc. are not acceptable) Files exceeding 10 MB cannot be accepted.

Complete the **Advertiser Information**, particularly the fields with a red asterisk.

Confirm the price is correct at the bottom of the page based on your selection and select **Add to Cart**. The next page will confirm your upload was successful, along with other info you provided.

Verify the information displayed on the page and click **Proceed to Checkout**.

Complete the **Billing Details**.

While we prefer a credit card payment, you may send a check, there is an option to do so. Please know that your check **MUST be received, not postmarked by the deadline dates**.

Please print and include the Ad form below when payment is remitted.

Thank you.

Questions? Please reach out to the Souvenir Ad Book Co-chairs:

souvenirads2022@gmail.com

ALIVE 2022: 70th Leadership Institute & Cotillion Program Souvenir Ad Form

Cotillionette Name: _____ Advertiser Name: _____

Email Address: _____ Phone Number: _____

ADVERTISEMENT PRICING

| | | | Last day for Highest Revenue Award consideration | | |
|---|--------------------|--------------------------------------|--|-------------------------------|------------------------------|
| | AD TYPE | AD PLACEMENT | First Deadline 09/11/2022 | Second Deadline 10/09/2022 | Third Deadline 11/06/2022 |
| 12 Full Page Minimum Requirement | Inside Front Cover | Inside Front Cover - Left side | \$2,000.00 | \$2,000.00 | \$1,500.00 |
| | Inside Front Page | Inside First Page - Right side | \$2,000.00 | \$2,000.00 | \$1,500.00 |
| | Outside Back Cover | Back Cover | \$1,500.00 | \$1,500.00 | \$1,200.00 |
| | Inside Back Cover | Inside Back Cover - Right side | \$1,000.00 | \$1,000.00 | \$750.00 |
| | Platinum Page | Front of book before title page | \$550.00 | \$575.00 | N/A |
| | Emerald Page | After Cotillionette and parent pages | \$475.00 | \$500.00 | \$525.00 |
| | Full Page | After Emerald pages | \$300.00 | \$325.00 | \$350.00 |
| | Half-Page | After Emerald pages | \$160.00 | \$175.00 | \$190.00 |

Credit card payments at the time of uploading your ads are preferred. Please note that a convenience fee will be applied. If paying by check, please make all checks payable to:

LOS ANGELES CHAPTER CHARITABLE TRUST or LACCT
We cannot accept checks payable to The Los Angeles Links.

Only personal/business checks or cashier's checks will be accepted. **Only 1 check per ad will be accepted.**

Enclosed is Check No. _____ in the amount of \$_____ for payment of Order #_____.

Please note: Ads will not be processed unless the ad is uploaded, and payment has been made. Your Receipt that includes your Order # will be emailed to you once the ad has been uploaded.

Los Angeles Chapter Charitable Trust (or LACCT)
c/o Suzette Meilleur
10736 Jefferson Blvd #736
Culver City, CA 90230