

# **The WGCSA Members Handbook Submission Guidelines**

## **COLOR - Ad specifications and info**

### **Publication Dates –**

February 1<sup>st</sup> of each year

### **Deadlines for Advertising –**

All ads received by January 15th will easily make the handbook. If after this date please verify with Ch. Mgr. Brett Grams as you submit.

### **Format -**

PRINT READY PDF FILES ARE PREFERRED. (distill with embedded font and images)

FINAL (Flattened) TIFF or JPEG FILES (300 dpi or more preferred)

### **Send Ads to -**

Send new and replacement ad copy to Chapter Manager Brett Grams at [bgrams@wgcsa.com](mailto:bgrams@wgcsa.com)

### **Sizes –**

Full Page 4.5” wide x 7.75” tall (Live Area – NO BLEEDS PLEASE)

Half Page 4.5” wide x 3.5” tall (Live Area – NO BLEEDS PLEASE)

**Back Page (additional cost, FULL PAGE AD ONLY, same dimensions)**

### **Ad contracts and renewals –**

Use Industry Partners Pricing/Contract Form. Send completed form to Brett Grams, Grass Roots Business Manager at [bgrams@wgcsa.com](mailto:bgrams@wgcsa.com). You will be contacted to verify billing information.

### **Payments –**

Send payments to:

WGCSA  
N1922 Virginia Dr  
Waupaca, WI 54981