

**New Jersey State Federation of Women's Clubs of GFWC
NJSFWC Tribute Book**

We hope that you'll submit an ad (or ads) for the NJSFWC Tribute Book. You may want to commend your colleagues on their accomplishments and/or wish success to the newcomers; you may want to mention your club or your family. This is an opportunity to honor your club and/or your club members.

Follow these instructions to create a spectacular tribute ad!

- **Design your ad on a computer** using Microsoft Word. If you don't have Microsoft Word, find someone who does. The person who designs your ad should have outstanding computer skills. **Please – no PDF documents!**
- Ads look best when they have fewer words and graphics. Keep it simple! This is especially true for quarter and half page ads.
- Borders and graphics do NOT always transmit exactly as the designer intended. That's why it's important to send a paper version of your ad. The Book Chairman will duplicate the original ad as closely as possible.
- Use standard fonts such as Calibri, Times New Roman, *Lucida Calligraphy*, Georgia, and Verdana. Unusual fonts may not transfer from one computer to another.
- **Your ad must be submitted 2 ways** – a **digital version** (via your computer) and a **paper copy**. Please use a full sheet of paper but print the ad within the dimensions that you desire.
- If you send **ONLY** a paper copy of your ad, we will have to scan it into the computer and the quality will degrade from your original. We send **ONLY** computer generated material to our printing company.
- **Be sure to proof read your ad.**
- The program book will be **5 ½ by 8 ½ inches** with a spiral bound cover. In order to be sure that your ad is the correct size, please use the dimensions on the reverse side of this form.
- Design and submit your ad in **black and white** so that you can see how it will appear in the book.
- Checks should be payable to **NJSFWC Convention Account**.
 - **Mail 3 things - (1) check, (2) club information, and (3) paper copy of ad to:**

**Karen Manneback
10 Furman Drive
Wayne, NJ 07470**

- Send the computer version to: **junesmithkm@gmail.com**

Ads will be placed in the book in the order in which they are received. No handwritten ads will be accepted.

Please note - Ads for the 2021 NJSFWC Tribute Book are due by June 1, 2021

Contact Karen by email or at **973-839-0826**, if you have questions. Do this as soon as possible. She will help with creating your ad if you are unable to find a club member to do this.

This is a **full page** ad. It's 7 inches high and 4 inches wide.

The price is **\$50.00**

The entire ad – including borders – must fit within this box.

This is a **quarter page** ad. It's 3.5 inches high and 2.0 inches wide.

The price is **\$25.00**

The entire ad – including borders – must fit within this box.

This is a **half-page** ad. It's 3.5 inches high and 4.0 inches wide.

The price is **40.00**

The entire ad – including borders – must fit within this box.

Send this **information form**, your **check**, and the **paper copy of your ad** to **Karen Manneback, 10 Furman Drive, Wayne, NJ 07470. Please print.**

Name of Organization _____

Name of Contact Person _____

Telephone _____ E-mail _____

Circle size of ad - full half quarter

Check # _____ Amount enclosed _____

No ads or patron donations will be accepted at NJFWC Headquarters, nor will they be forwarded.