

The T. Howard Foundation

19th Diversity Awards Dinner

WEDNESDAY, MARCH 28, 2012
CIPRIANI WALL STREET, NEW YORK CITY

Advertising Submission Mechanical Requirements & Specifications

All ads are 4C

Full Page

Bleed: 9.25" x 8.75"

Trim: 9" x 8.5"

Safety/Live area: 8.5" x 8"

Non-bleed: 8.5" x 8"

Spread

Bleed: 18.25" x 8.75"

Trim: 18" x 8.5"

Safety/Live area: 17.5" x 8"

Non-bleed: 17.5" x 8"

Binding: Saddle Stitch

Scans should be a minimum of 300 dpi

Preferred Digital File Format:

Press Ready PDF

(300 dpi, No compression, CMYK)

Digital File Formats Not Accepted:

Pagemaker

Microsoft Office (Word, Excel, PowerPoint)

Microsoft Publisher

File Submission Guidelines:

Final PDFs can be accepted on disc,
via e-mail, or uploaded to our FTP site.

Compress files using .zip or .sit only.

Rachel Derby

InnerWorkings

470 Norristown Road, Suite 200

Blue Bell, PA 19422

Tel: 215.542.5600 ext. 104

rderby@inwk.com

To upload files to the Innerworkings FTP Site
using a browser or FTP client software:

ftp.iwprint.com

Username: thoward

Password: th2

Please send an email to support.thoward@inwk.com
alerting Rachel that a file has been uploaded. Please
name files with the client name.

If unable to access the InnerWorkings FTP Site,
please use www.yousendit.com. Yousendit allows
users to upload a file up to 100MB after filling out a brief
registration form. The sender and the recipient both
receive an email containing a weblink to retrieve the file.

Material is due on 3/2/12

Please contact Rachel Derby at 215.542.5600 ext. 104 if you might need additional time.