

Material is due by 2/12/18

T. HOWARD
FOUNDATION
Diversity in Media

T. Howard Foundation 25th Diversity Awards Dinner

WEDNESDAY, MARCH 21, 2018
CIPRIANI WALL STREET, NEW YORK CITY

Advertising Submission Mechanical Requirements & Specifications

All ads are 4C

Full Page

Bleed: 9.25"wide x 8.75"high

Trim: 9"w x 8.5"h

Safety/Live area: 8.5"w x 8"h

Non-bleed: 8.5"w x 8"h

Spread

Bleed: 18.25"wide x 8.75"high

Trim: 18"w x 8.5"h

Safety/Live area: 17.5"w x 8"h

Non-bleed: 17.5"w x 8"h

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:

QuarkXpress

Microsoft Office (Word, Excel, PowerPoint)

Microsoft Publisher

File Submission Guidelines:

Final PDFs can be accepted on disc,
via email, 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. 1804

support.thoward@inwk.com

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

ftp.inwk.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.

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Please contact Rachel Derby at 215.542.5600 ext. 1804 if you have any questions.

www.t-howard.org