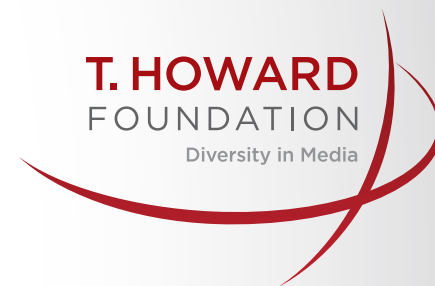


**Material is due by 2/24/17**



## **T. Howard Foundation 24th Diversity Awards Dinner**

WEDNESDAY, MARCH 29, 2017  
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:**

Pagemaker

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.

**Material is due by 2/24/17**

Please contact Rachel Derby at 215.542.5600 ext. 1804 if you have any questions.  
[www.t-howard.org](http://www.t-howard.org)