## **Digital Program Journal Purchase Form**

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E-mail artwork to: <a href="mailto:brooke.hutchins@lls.org">brooke.hutchins@lls.org</a>. In the subject line please indicate your artwork is for the LLS Program Journal. For assistance, call Brooke (518) 466-0482 or email.

Please remit this form and payment to:

LLS Northeast Connecticut—Albany—Eastern NY

P.O. Box 22470 New York, NY 10087

The Digital Program Book will be shared with you and our Grand Finale guests 3 days prior to Grand Finale on May 28

## **Submission Requirements**

Please read and follow the guidelines below to insure compatibility. Feel free to contact us with any questions, problems or concerns at brooke.hutchins@lls.org.

Finished tribute sizes are 10.125x7.6 for 2-page spread, 4.5x7.6 for a full page and 4.5x3.6 for a half page. The following file formats are acceptable: Adobe Photoshop, Illustrator, and InDesign, however, **the preferred format is Adobe PDF with all fonts embedded.** 

- All art should be clearly and consistently named and linked, and all fonts included. All links must be embedded.
- Photoshop files must be 300 ppi for photos and 600 ppi for line art, saved as EPS, PSD or TIFF files only.
- EPS files from Photoshop or Illustrator must be a high resolution file with layers flattened and fonts converted to outlines or paths.
- PDF files must be high-resolution (300 ppi). Press Quality PDF format is preferred. ALL fonts must be embedded.

When sending files that were created on a Mac, always include a file extension at the end of ALL file names (.indd, .eps, .ai, etc.). The preferred file from a Mac is a Press Quality PDF with all fonts converted to outlines.

Tributes created using any Microsoft product (i.e. Word, Publisher, PowerPoint, etc.) cannot be guaranteed.

Every effort will be made to convert and/or redesign your Tributes utilizing these files.

Photographs from web sites are not guaranteed to print without pixilation. When sending JPG images, high resolution (300 ppi) images must be received.

