

Movin'On

YOUR COLLEGE AND CAREER GUIDE

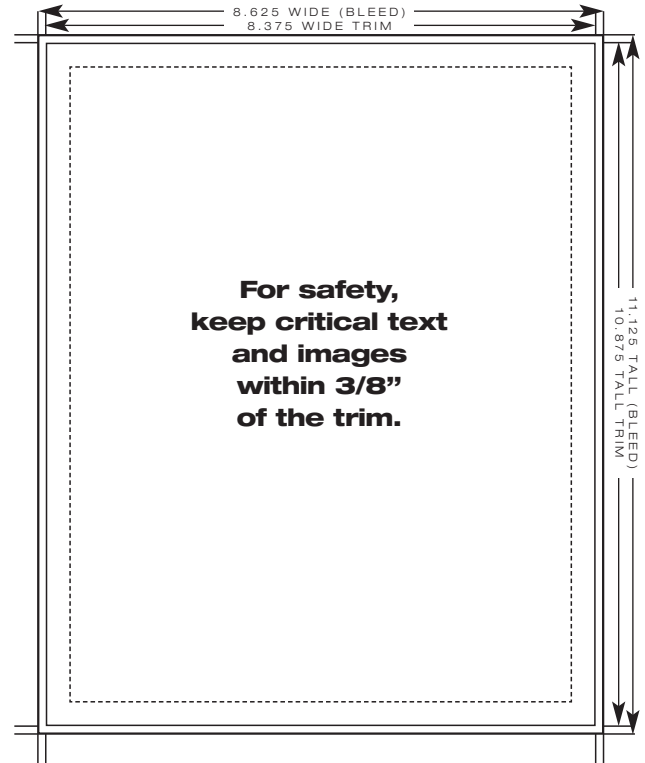
Instructions to Sponsoring Colleges

These guidelines apply for *Movin' On* magazine:

- If you are sending your advertorial art on computer disk, the deadline for submission is **August 1**.
Note: A color copy of your insert design must accompany computer disk.
- **DEADLINES ARE FIRM.** Material received after deadline may cause delays in printing and shipping, and may incur additional charges to the sponsoring college. Please call Toni if deadline is a concern.

4-PAGE COLLEGE INSERT

- 4 Single Pages created to Final Trim - 8 3/8" x 10 7/8", with additional 1/8" bleed all around. (*Follow Carefully*) Laser prints should be supplied with disc.
- Live matter: Keep all text centered 3/8" from trim.
Check photos that bleed for correct cropping—allow for trim.
- Gutter: 5/8"
- Line screen: 150 line
- Computer disk: Macintosh or IBM format. MAC preferred.
Please specify all design software programs utilized on an accompanying cover page.
Important: Include ALL screen and printer fonts and logos.
- Photographs: All photos placed in submitted page layouts should be 300 resolution CMYK (not RGB) images. They should be in either *tiff* or *eps* format.
- Proofing: Venture Publications will provide one matchprint per spread. Errors due to output problems will not be billed. College changes (i.e. typos, text revisions, photo swaps, etc.) or file layout errors will be billed.



BUSINESS REPLY CARD

- Trim Size: 6" w. x 4" h. - horizontal, 1 color, 2 sides
- Send layout for front and back on CD or email. Address bar code should be in position, if used in your area. Check with your post office, they will supply you with a bar code to correspond with your zip code.

COLLEGE BACK COVER AD AND MAILING SECTION

- Two options are available for the Back Cover Ad:
 1. Venture will create a free four-color Ad with sample text. The college may use the sample text or change the black plate in any manner. The mailing section may be used for the college mailing indicia or for any other use. Venture will do all the work with the college's direction.
 2. The college may supply a four-color ad. There is an additional charge for this option.
- PDF files will be sent for college approval prior to printing.

SNIFE (MAGAZINE FRONT COVER)

- Sponsor to furnish preferred wording of college name. Space for the name is provided on the Conditions of Agreement form or may be provided via fax to 615-662-0230 or email toni@venturepubs.com.

Note: Venture Publications, Inc., reserves the right to charge sponsoring colleges for expenses incurred in making submitted materials ready to print, and for expenses incurred as a result of delays by the sponsor in submitting materials, proofing or authorizing materials for print. **For questions call: Toni Fitzpenn at (615) 662-0236**

**SEND DIGITAL DOCUMENT WITH PRINTOUTS TO:
Toni Fitzpenn, Venture Publications Inc., 2710 Longwood Ln., Franklin, TN 37069**