

DMSMS Sponsorship Email Blast Template

- Contact email address – email blast proof will be sent for approval (by the business day prior to send date)
- Logo – vector format preferred (.eps, .ai, .svg), jpeg or tiff format: minimum 600 pixels wide
- Photos – jpeg or tiff format: minimum 300 pixels wide (600 pixel width preferred)
- Subject Lines – maximum character count for each: 65 INCLUDING SPACES
- Paragraphs – maximum character count for each: 500 INCLUDING SPACES including information below
- Displayed organization name
- Organization Home web page URL
- Ad Web page link(s) (if different than Home page)
- Optional:
 - Email
 - Phone
- Contact Katie Zicht to discuss date selection at 937-426-2808 or kzicht@utcd Dayton.com . Dates available are non-holiday weekdays that have not been previously selected.*
 - Pre-Date – select between January 2 - November 28*
 - Post-Date – select between December 10 - December 21*

*Deadline for art/information is 1 WEEK PRIOR to each send date. If incomplete information is submitted, the send date could be jeopardized.

**UTC reserves the right to reformat/enhance the layout.

Pre Example:



The Pre Example template features a header with the DMSMS 2018 logo, Music City Center logo, and event dates (December 3-6, 2018) in Nashville. Below the header, the text reads "Organization Spotlight: Visit us at booth #0000". To the left is a placeholder for a logo, and below it is a placeholder for a photo. To the right of the logo placeholder is a block of Lorem Ipsum text. At the bottom right, the company name and phone number are listed: www.ABCcompany.com, ABC Company Name, and tel: 555.555.1234.

Post Example:



The Post Example template features a header with the DMSMS 2018 logo, Music City Center logo, and event dates (December 3-6, 2018) in Nashville. Below the header, there is a placeholder for a logo on the left and a block of Lorem Ipsum text below it. To the right of the logo placeholder is the company website and phone number: www.ABCcompany.com, ABC Company Name, and tel: 555.555.1234. At the bottom right is a placeholder for a photo.