

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 kzicht@utcd Dayton.com. Dates available are non-holiday weekdays that have not been previously selected.*

- Pre-Date – select between January 2 - November 26*
- Post-Date – select between December 10 - December 20*

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

Please send artwork to Kris Kaiser at kkaiser@utcd Dayton.com.

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

Pre Example:



Organization Spotlight:

Visit us at booth #0000

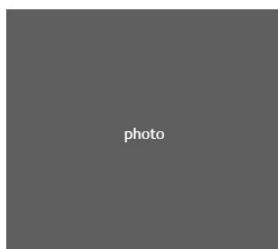


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www.ABCcompany.com

ABC Company Name

tel: 555.555.1234



Post Example:



www.ABCcompany.com

ABC Company Name

tel: 555.555.1234

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