

FSA District Clubs & Preview Coordinator

Preview Advertisement Instructions **Submission**

Deadline: June 30, 2024 (Revised 4/2024)

- Step 1.** DISTRICT CLUBS: Complete the official FSA *Preview* Order Form. Please print legibly. Copy or scan your prior year *Preview* Ad and make updates or corrections in red or blue ink. If you would like a new advertisement, provide the updated information on a separate piece of paper.
- STEP 2.** DISTRICT CLUBS: Mail the completed Preview Advertisement form, advertisement content and a check payable to the FLORIDA SHUFFLEBOARD ASSOCIATION to your DISTRICT PREVIEW COORDINATOR. E-Mail updated digital advertisement information or updated pictures as a high resolution file to the Preview Editor at: thefsapreview@gmail.com.
- Step 3.** PREVIEW COORDINATOR: Review advertisement submissions for accuracy and completeness and answer submission questions.
- STEP 4.** PREVIEW COORDINATOR:
Collect and remit all advertisement payments to:
Mona Mapes, 8590 Axe Handle Road, Milford Center, OH 43045.
- Collect and remit all hard copy advertisements to:
Preview Editor, 1504 Fringe Street, Lake Placid FL, 33852
Or email updated advertisement information and pictures to the Preview Editor at: thefsapreview@gmail.com
- Step 5.** DISTRICT CLUBS: Once your draft 2024-2025 *Preview* advertisement has been completed, you will receive an e-mail PDF copy to review no later than September 1 for review and approval. **Be sure to include your email address on the Preview Order Form.**

Helpful Tips!

- Double check all advertisement content before it is submitted. Confirm names, addresses, phone numbers, and dates. Preview Ads are designed using the information submitted.
- Please print legibly or otherwise submit a word processing or digital document.
- Submit digital advertisement files to the Preview Editor. Send high resolution pictures via email directly to the Preview Editor. Change the picture file name to indicate the person or location. For instance, change file name 1234.jpg to Bob Jones.jpg. The Editor is handling dozens of pictures and may not know you or your club.
- Do not send a PDF file unless it is the final ad copy. It cannot be modified before printing. Do not embed pictures in the advertisement. Include a blank area where the picture is to be inserted.