

**FSA District Preview Coordinator**  
**Instructions for Submitting Ad Information for Publication**

1. Preview ads:
    - ¼ Page - \$50
    - ½ Page - \$90
    - Full Page - \$150
    - Full Color - \$250
  2. Make sure you let the FSA Preview Editor/Lithographer know what district the ads are for.
  3. High resolution photos only. The file name of each photo should describe the photo not. Do not embed photos, text, etc. together in a Word document, unless as a layout.
  4. Send a layout if necessary (i.e., scanned drawing) to show where the pieces of the ad should appear.
  5. Design requests – Please include any design requests (different font, layout, etc.) with the ad submission. Design changes may not occur after first proof sent.
  6. If updating an existing file, remove the old corrections and add new changes in red or make certain the new changes are apparent.
  7. When preparing the list of Affiliated Clubs, use the address of the physical location of the courts. Also, include the Club President's phone number after his/her name.
  8. Send the ad information as an email attachment to the Editor. Include the ad size at the top of the ad material and make sure it agrees with the size on the District Ad Order Form (See Forms on the FSA website).
  9. Send a copy of the District Ad Order Form to the FSA Treasurer with a check for the appropriate amount.
  10. The District Preview ads and information should be sent to the Editor by May 15 (earlier if able) unless you notify the Editor for the delay.
  11. The Editor will review everything and will send a PDF proof copy of the associated pages. Proofs are sent for information verification/corrections only., Any design requests must be submitted with ad information.
  12. The Previews should be available for pickup in Sebring at the FSA October Board meeting.
- If you have questions, please contact the Editor as early as possible.

**Deadlines:**

Ad Submissions – July 1

Preview Order – September 1

Checks should be sent to: Marti Noble 4412 Willow Trail, Sebring, FL 33872