

# Business/Out of State Advertisers Preview Advertisement Instructions

**Submission Deadline: June 30, 2023**

**Step 1.** 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.** Mail your FSA *Preview* order form including:

1. FSA *Preview* Order form and check payable to:
2. Make a check payable to: **Florida Shuffleboard Association.**
3. Mail *Preview* Order form and check to:  
**Greg Jones,**  
**FSA Treasurer**  
**3227 Brentwood Lane**  
**Melbourne, FL 32934**

**Step 3.** Email updated digital advertisement information to both the *Preview* Editor and FSA Treasurer. If you have new or updated pictures, send a high resolution file to the *Preview* Editor at: [thefsapreview@gmail.com](mailto:thefsapreview@gmail.com).

**Step 4.** Once your draft 2023-2024 *Preview* advertisement has been completed, you will receive an e-mail PDF copy to review no later than September 1.  
**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 both the *Preview* Editor and FSA Treasurer. Send high resolution pictures via email directly to the *Preview* Editor. Change the picture file name to indicate 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.