



## Large Venue Media Order Instructions

(Billboards, Busboards, Public Service Announcements, Cinema Ads, Online Ads, etc.)

1. You will need to contact a local vendor to arrange for rental space or purchase air time (purchase of rental space/air time is the responsibility of the purchaser). This will help you determine the total costs and timing needed for your placement. Always ask the vendor you are working with for a contact name, phone number and/or email address.
2. If you have placed your order using a Purchase Order (PO), we will need you to fax a copy of your PO to us at 1-989-386-3532 before we can process your order.
3. A FACE representative will contact you within 2 business days following placement of your order and/or receipt of your PO. We will need the following at this time:
  - Large venue media is subject to a one-year license agreement. We will fax a copy for you to sign and return to us before we can proceed with your order.
  - We will need your customization information (text and/or logo) for placement on your advertisement. Logos must be delivered at 300dpi and in an .eps (preferred), .psd, .tiff or .jpg file format. If your logo needs to be reconstructed there may be additional fees involved.
  - We will also need your vendor's contact information to determine specifications for the ad size and placement. We will work directly with your vendor to make sure the file we provide fits their needs.
4. When we have finished with production of your advertisement we will send you a proof via email and when approved, we will finalize your order by delivering your advertisement to your vendor for placement.

### Things to know for all large venue media types:

- FACE one-year license agreement includes free customization.
- Each size difference or reformat of large venue images or video may incur additional costs.
- Logos must be at least 300dpi and an .eps (preferred), .psd, .tiff or .jpg file format.
- You may email your customization information and/or vendor contact information to [kbollman@faceproject.org](mailto:kbollman@faceproject.org) and please be sure to reference your order number.