

- All payments are given to Mrs. Wilbas
- ONE ad per email – Once the ad is completed I move the email to a “Done” file.
- Give any and all actual Business cards for the “business card size” ad to Mrs. Wilbas.
- Any ads that you create or receive from a business must be emailed to Mrs. Wilbas.
- Acceptable documents formats include (pdf, doc, docx, jpeg, gif, png, psd, esp, ai)

#### EXAMPLE A

Subject: SMS Play Program – Sally Student – Ad #1

In the Body:

1. Ad Size: Quarter Page
2. What you would like to say (i.e. “Best Wishes” “You have always been a star” “We Love You”)
3. Who is it from (Mom, Grandma, Uncle Bob, Big Brother...)
4. Attach Picture

#### EXAMPLE B

Subject: SMS Play Program – Sally Student – Ad #2

In the Body:

1. Ad Size: Business Card
5. Gentle Dental
6. Card has been given to Mrs. Wilbas

#### EXAMPLE C

Subject: SMS Play Program – Paulie Pupil - Ad #1

In the Body:

1. Ad Size: Full Page
2. Dynamic Donor, LLC
7. Attach File, or have them send it to Mrs. Wilbas

Having electronic versions of photos along with the advertisement requirements will significantly decrease workload. If you have any questions feel free to contact me via e-mail, text message or phone.  
Thanks for helping me streamline this process.

Renee Wilbas

[Karen.wilbas@saintmaryschool.net](mailto:Karen.wilbas@saintmaryschool.net)

(850) 803-1858

**“Mary Poppins,  
Jr.”  
Program**

**Ads must be camera ready.**

**All ads are due on or before  
December 10, 2018**

**Full Page \$50.00**

**Quarter Page**

**\$20.00**

**Half Page \$35.00**

**Business Card**

**\$10.00**