

# Liberty Hill News

## Newsletter Advertising Policies

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The Liberty Hill News is published monthly by the Liberty Hill Homeowners Association and distributed to 400 homes in the Liberty Hill Neighborhood (Arapahoe/Holly). It is printed in black and white on 11"x17" paper, which is folded in half to make a four-page publication. There is usually room for one to one and a half pages of advertising material.

### Ad Sizes & Rates

Size	Rate
Business card	\$6/month
Quarter page: 3.25"w x 4.75"h	\$12/month
Half Page: 7.5"w x 4.75"h	\$18/month
Full Page*: 8½" x 11"	\$24/month

\*Full page ads must be included as an insert (separate piece of paper)—see information on inserts below.

### Inserts

There is rarely room to print a full page ad directly in the newsletter; however, if the advertiser produces either a half (8.5" x 5.5") or full page insert, we will "stuff" it according to the above rates. This is also an option for advertisers who wish to print in color or on glossy paper. 400 copies of the insert must be delivered to the address noted below by the 1<sup>st</sup> of the month.

### Billing

We typically bill quarterly or yearly by an e-mailed invoice for advertisers who run a continuous ad, but other options are available to suit each advertiser's preference. Please communicate how you wish to be billed if your ad will run more than one month. We prefer payment up front for one-time ads/inserts.

### Deadlines for Submissions

Items that will be printed directly in newsletter: 1<sup>st</sup> of the month

Inserts: 400 copies delivered by the 1<sup>st</sup> of the month

### How to Submit an Ad

1. Contact us by e-mail to see if there is space for your desired size of ad. Give us an indication of how long you would like to advertise (e.g., "one month," "three months," up to "continuously").
2. When we confirm that there is space, submit your ad content by e-mail. Business cards can be scanned and e-mailed or simply mailed to the address below. Ads may be already formatted in a ".pdf" file, or you can request that we design a simple ad with the information you give us.
3. When submitting ad material, also let us know at what interval you'd like to be billed if your ad is "continuous." If you will be advertising more than one month, there will be less paperwork for both of us if we invoice in larger chunks, as opposed to monthly.

### Contact Information

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